



**Franklin City Council Agenda
November 23, 2020
Council Chambers
207 West Second Avenue
Franklin, Virginia 23851**

**7:00 P.M.
Regular Meeting**

**CALL TO ORDER. MAYOR FRANK M. RABIL
PLEASE TURN OFF CELL PHONES. MAYOR FRANK M. RABIL
PLEDGE OF ALLEGIANCE
CITIZEN'S TIME
AMENDMENTS TO AGENDA**

1. CONSENT AGENDA:

- A. Approval of November 9, 2020 regular meeting minutes
- B. Arbor Day Proclamation
- C. October 2020 Departmental Reports (Separate File)

2. FINANCIAL MATTERS

- A. Budget Amendment 2021-12
- B. Presentation of the FY 20 Audit
- C. Ordinance Approving Christmas Bonus Payment

3. OLD/ NEW BUSINESS:

- A. Courthouse Update
- B. City Manager's Report

4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

5. CLOSED SESSION

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body as well as discussion of appointments to boards and commissions, to discuss the following subject or subjects: Beautification Commission, Industrial Development Authority, Planning Commission, and Social Services Advisory Board; and

2.2-3711-A-3, Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body specifically regarding property in Downtown Franklin and along Fairview Drive.

2.2-3711-A-5, Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armory Drive, Fairview Drive, and property the City of Franklin owns in Isle of Wight County.

2.2-37-11-A-8, Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel specifically regarding a tax matter and a request for tax exempt status.

Motion Upon Returning to Open Session- I move that the City of Franklin, Virginia City Council adopt the attached closed meeting resolution to certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on November 23, 2020; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

6. ADJOURNMENT

The Franklin City Council held a Regular City Council Meeting on November 9, 2020 at 7:00 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Frank Rabil, Mayor; Councilman Linwood Johnson; Councilman Bobby Cutchins; Councilwoman Wynndolyn Copeland, Councilman Ray Smith and Councilman Mark R. Kitchen

Council Members not in Attendance: Councilman Gregory McLemore

Staff in Attendance: Amanda Jarratt, City Manager and Leesa Barnes, Executive Assistant, recording minutes

Other Staff in Attendance: Steve Patterson, Franklin Police Chief; Steve Newsome, Information Technology Specialist; Sarah Rexrode, Director of Social Services; Russ Pace, Director of Public Works; and Sammara Green-Bailey, Director of Parks & Recreation Department

Call to Order

Mayor Frank Rabil called the November 9, 2020 Regular City Council Meeting to order at 7:00 p.m.

Citizen's Time

There were no speakers for Citizen's Time.

Amendments to Agenda

Mayor Frank Rabil asked if there were any amendments to the agenda.

There were no amendments to the agenda.

Consent Agenda

Approval of October 26, 2020 Regular Meeting Minutes

Mayor Frank Rabil asked if there were any additions or corrections to the minutes from the October 26, 2020 regular City Council meeting.

Councilman Mark R. Kitchen stated there was one spelling correction, which is noted below:

Page3, paragraph 7, line 3 which reads Elizabeth Griffin – Dispatcher should read Alisabeth Griffith – Dispatcher.

Mayor Rabil asked for a motion to approve the minutes from the October 26, 2020 regular City Council meeting as amended.

Councilman Linwood Johnson made a motion to approve the minutes from the October 26, 2020 regular City Council meeting as amended. The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 6-0.

The vote was as follows:

Mayor Frank Rabil	Aye
Vice-Mayor Bobby Cutchins	Aye
Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Gregory McLemore	Absent
Councilman Mark R. Kitchen	Aye
Councilman Ray Smith	Aye

Recognition of STAR Performers

City Manager Amanda Jarratt explained that the City of Franklin Personnel Policy allows for the recognition of City employees throughout the year which is known as the STAR Performer Awards. STAR Performers are to be recognized at City Council meetings and are later eligible to be selected as Employee of the Year by a committee of their peers. City Manager Jarratt introduced the following STAR Performers:

Sergeant Brent Gayle has worked at City of Franklin for twenty-three years. Sergeant Gayle is a career officer that has adapted to the career change from Street Sergeant to Information Technology (IT) Manager to Communications Supervisor without missing a beat. In April of 2020, Sergeant Gayle transitioned into the Police Department’s IT Manager. Sergeant Gayle was placed in charge of the Dispatch Center. Along with two dispatchers, he has maintained the department’s service level, trained new dispatchers and worked multiple overtime shifts to ensure coverage was not diminished. He has done all of this while also maintaining City and department IT projects. Furthermore, he has not complained. He readily jumps in and works to make sure the job gets done. In the words of Chief Patterson, “Brent is truly an employee I would take thirty more of.”

Leonard Bradshaw; has worked at the City of Franklin thirty-one years. As the Construction Supervisor, Mr. Bradshaw supervises the Street Repair Division. He has served each of those years with integrity, enthusiasm, and an attitude of providing for the best level of service Mr. Bradshaw was nominated by Russ Pace, Director of Public Works Department. Mr. Bradshaw encompasses all the characteristics that we long for in a model employee. His performance is personal to him Mr. Bradshaw performs above the expectation most every day. He consistently strives for perfection with every work assignment he is given. He feels a deep responsibility for his employees. For their safety, their opportunities to learn and strengthen their knowledge and skill sets and for the work they perform. Along with his crew, Mr. Bradshaw has worked tirelessly trying to just keep up with the demands they fill in asphalt, concrete, and drainage needs. He and his crew have spent several days working in other divisions to assist and help other crews to complete their work. He never questions or complains.

In the words of Russ Pace, as a manager one thing I value as much as anything is trust. Mr. Bradshaw is a man of integrity and honesty. He believes it is just as easy to do the job right the first time as to do an incomplete job. He is highly respected by all our managers as well as every employee. He has earned that respect because of his actions, because of the man he is. I so enjoy every morning when Leonard come up front. He comes to my door and says, "Good Morning Sir!" I look up at him and say, "Good Morning to you Sir!" For me, he has earned that.

Charles Butler; Mr. Butler has worked at the City of Franklin for twenty-nine years. He is an Automotive Service Excellence (ASE) Certified Master Automotive Mechanic, a Master Fabricator and Master Welder. Every department must have transportation and equipment to deliver their services and Mr. Butler assures that every need is met. Mr. Butler was also nominated for the STAR Performer award because he is a man of impeccable character. Character encompasses integrity, trustworthiness, dependability, and a mind-set of doing everything you do to the best of your ability. These traits make it easy for Mr. Butler to perform above anyone's expectations. He also puts his name on every item that enters his garage. Nothing leaves it without his final approval. Not only is he a highly competent, talented, and skilled employee, he is dependable, trustworthy and genuinely cares about every service his garage provides.

Closing thoughts from Director Pace, every day Mr. Butler interacts with multiple departments who have multiple needs and with that comes multiple personalities. He does this with ease due to professionalism and respect. In Director Pace's twenty-six years at Public Works he has never received a complaint about Mr. Butler. Mr. Butler comes to work every day with an attitude of giving his all and providing the best service possible for all departments. Every item that enters the garage leaves with his name on it.

Small Business Saturday Resolution #2020-20

Mayor Frank Rabil asked Councilman Ray Smith to read the Small Business Saturday Resolution #2020-20 which proclaimed that the City of Franklin, Virginia celebrates local small businesses and the contributions they make to our local economy and community.

Councilwoman Wynndolyn Copeland made a motion to adopt Resolution #2020-20. The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 6-0.

The vote was as follows:

Mayor Frank Rabil	Aye
Vice-Mayor Bobby Cutchins	Aye
Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Gregory McLemore	Absent
Councilman Mark R. Kitchen	Aye
Councilman Ray Smith	Aye

September 2020 Departmental Reports (Separate File)

Mayor Frank Rabil asked if there were any questions concerning the September 2020 Departmental Reports.

There were no questions concerning the September 2020 Departmental Reports.

Financial Matters

Budget Amendment #2020-11

City Manager Amanda Jarratt gave the following overview of Budget Amendment #2020-11:

1. To recognize grant revenues in the amount of \$10,350.00 from Obici Healthcare Foundation to support additional COVID-19 related safety materials and program supplies;
2. To recognize grant revenues in the amount of \$35,000.00 from Obici Healthcare Foundation to provide utility assistance for City of Franklin residents who have been directly impacted by the COVID-19 pandemic;

Mayor Frank Rabil asked if these were grants that the City of Franklin had applied for.

City Manager Jarratt replied yes that Sammara Green-Bailey, Director of Parks and Recreations had applied for the Parks and Recreation Grant and Sarah Rexrode, Director of Social Services had applied for the Utility Assistance Grant. She added the award letters and back-up information is attached to the Budget Amendment.

Mayor Frank Rabil asked for a motion to approve Budget Amendment #2020-11.

Councilman Linwood Johnson made a motion to approve Budget Amendment #2020-11. The motion was seconded by Councilman Mark R. Kitchen.

The motion carried the vote by 6-0.

The vote was as follows:

Mayor Frank Rabil	Aye
Vice-Mayor Bobby Cutchins	Aye
Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Gregory McLemore	Absent
Councilman Mark R. Kitchen	Aye
Councilman Ray Smith	Aye

Old / New Business

Franklin Southampton Economic Development, Inc. Update

City Manager Amanda Jarratt informed City Council that representatives from the Franklin Southampton Economic Development, Inc. Board would be giving a presentation on their accomplishments and next steps.

Mr. Harrell Turner, Chairman of the Franklin Southampton Economic Development, Inc. Board informed City Council that Jay Brenchick, Director of Franklin Southampton Economic Development, Inc. will be resigning as of November 30, 2020 and Ashley Covington, will be Interim Director of Franklin Southampton Economic Development, Inc., who also currently serves as Marketing and Existing Business Manager. Mr. Turner introduced Felicia Blow, Secretary for the Franklin Southampton Economic Development, Inc. Board to give the following presentation on FSEDI's accomplishments for the year of 2020:

Four Areas of Focus

- Business Attraction
 - Market available properties, incentives and community information to local, state and national brokers, consultants and companies
 - Identify and maintain a database of available sites and buildings
 - Act as a liaison for new businesses between local, regional, and state agencies
- Business Retention and Expansion
 - Assist existing companies with expansion or downsizing projects
 - Identify and address customer, supplier and workforce concerns
 - Coordinate educational programs to help support existing business development
- Small Business Development
 - Manage and market the Franklin Business Center
 - Educate the community on supporting local businesses
 - Promote small businesses through various outlets
 - Provide workshops to help support small business growth
- Tourism
 - Market the visit Franklin Southampton VA brand to tourists
 - Market, promote and sponsor local tourism initiatives

- Within the City of Franklin, FSEDI has assisted with the financial investment for seven projects
 - Appraisal and Phase I Environmental for Highground Services
 - Appraisal for Skating Rink / Quality Aire Co.
 - Buxton Project
 - Appraisal of City of Franklin property on Fairview Drive for a medical facility
 - Phase I for Pinpoint Park (located adjacent to Boat Landing in Downtown Franklin)
 - Pretlow Conceptual Plan from Prism Engineering
 - Hotel study with CBRE Hotels
- Job Creation
 - Since 2005, there have been 796 new jobs created in the Franklin Southampton Region
- Project Management
 - In the last five years, we have seen eight projects in the region with three locating or planning to locate in the City of Franklin. One project within Southampton County is in the revenue sharing district.
 - These eight projects are projected to create 244 jobs and result in \$105,500,000.00 in investment.
- Economic incentives
 - Since 2010, FSEDI created and is the program administrator for the Enterprise Zone Program, a local incentive program run by the Department of Housing and Community Development (DHCD)

Mrs. Blow introduced Ashley Covington, Marketing and Existing Business Manager to present the following information:

- FSEDI staff manages the operations and marketing of the incubator program
 - The marketing and supplies budget is built into our yearly budget while the operational cost are through the City of Franklin
- Accomplishments to date:
 - Over the last five years, the incubator has had an average occupancy rate of 72.5 percent
 - In the program's lifetime, there have been twenty-four graduates with fifteen remaining in the local region
 - The graduation of Highground Services was the largest to date. Highground retained sixty-four jobs in the City of Franklin and renovated a vacant building in the City of Franklin
- FSEDI assists small businesses with finding property in the community
 - FSEDI also helps navigate getting their business started if assistance is needed

- FSEDI provides workshops throughout the year for local small business owners on a range of topics from marketing to accounting to business law
- Staff provides free one-on-one assistance to local for businesses for social media as well as making sure their online presence with Google is correct
- In 2017, FSEDI was a partner in STARTUP Downtown Franklin
 - Downtown Franklin Association was awarded a grant from DHCD for the Community Business Launch Program
- In 2018 and 2019, FSEDI was the primary funding sponsor and manager of the STARTUP Program
- This program awarded eight businesses prize money and four non-winners also opened as a result
- In 2015, FSEDI officially branded our tourism efforts under '*Visit Franklin Southampton VA-Escape to Tradition*'
- As a part of FSEDI's tourism efforts, we:
 - Created a website and social media accounts to market the businesses and events
 - Planned and executed the addition of the LOVE mural in Downtown Franklin, with assistance from Virginia Tourism Corporation
 - Are a part of the Salty Southern Route which is a multiple community project that encourages travel to places related to peanuts and pork
 - Awarded a grant from Virginia Tourism Corporation to create a formal marketing campaign targeting day-trippers
- Since 2014, the following events have been held
 - Partners in Progress
 - Small Business Appreciation Cookout
 - Small Business Saturday
- In 2016, we began hosting a job fair with the Tidewater News
- FSEDI has managed funds as well as administrative oversight in deployment of regional business recovery grants in response to the COVID-19 pandemic
- Funding has been received from Franklin-Southampton Charities, Camp Family Foundations and Obici Healthcare Foundation
 - With funds received to date, \$330,716.00 disbursed to eighty-nine businesses
- Specifically, FSEDI:
 - Managed awards of grants to forty-three businesses with an average \$2600.00 per award
 - Managed awards of grants to forty-six businesses with an average \$2900.00 per award
 - Is managing Southampton County's CARE Act funding

Spring 2021 Goals

- The FSEDI Board will initiate efforts for a formal strategic planning effort to involve its stakeholders
- Emphasis will be on:
 - Identifying priority areas of focus, i.e., - manufacturing and industry, service industry sector jobs
 - Building adjacent industries to our key manufacturers as a key long-term goal
 - Refocusing its efforts on building greater strategic engagement within the agriculture and forestry sectors
 - Re-doubling efforts in establishing workforce development partnerships with high schools and their career centers, as well as Camp Community College

Councilman Linwood Johnson stated he thought that the City was headed in the right direction and his focus was on economic development.

Human Resources Policies

City Manager Amanda Jarratt stated the Human Resources Department had been working with Sands Anderson to update the City of Franklin Personnel Policy Manual. City Manager Jarratt then called Michelle Dandridge, Director of Human Resources to come forward and review the following policies:

- **#708 Substance Abuse and Testing Policy and Procedures (Renamed from Drug and Alcohol Policy)**
- **#TBD-Drug Free Workplace (Renamed and replaces the #706 – Drug – Free Awareness Program and #707 – Drug –Free Workplace Safety Policies)**

This policy establishes the guidelines for administering a substance abuse policy designated to promote and maintain the health and safety of City employees, the citizens of the City of Franklin, and the general public.

This policy is designated to encourage and promote an alcohol and drug-free workplace and to provide for employee assistance, supervisory training, employee education, and a testing procedure for the identification of the illegal use of drugs and alcohol.

Councilman Linwood Johnson stated so if a case of this nature comes up it allows the City to offer assistance instead of termination.

Mayor Frank Rabil asked Director Dandridge what was her plan of action after adoption of the policy.

Director Dandridge replied once the policy has been adopted by City Council, she will begin scheduling training for management as well as staff.

Councilwoman Wynndolyn Copeland asked what would be the deadline for training.

Director Dandridge replied upon adoption of the policy she would like to implement it into orientation and her estimation was thirty to forty-five days.

Councilman Ray Smith asked if the City's health plan covered rehabilitation and what were the limits.

Director Dandridge replied that depends on which plan the employee chooses but one plan covers four Employee Assistance visits free of charge and then any further treatment would depend on the medical provider. The normal treatment time is twelve months.

Councilman Linwood Johnson made a motion to adopt the #708 Substance Abuse and Testing Policy and Procedures (Renamed from Drug and Alcohol Policy) and the TBD-Drug Free Workplace (Renamed and replaces the #706 – Drug – Free Awareness Program and #707 – Drug – Free Workplace Safety Policies. The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 6-0.

The vote was as follows:

Mayor Frank Rabil	Aye
Vice-Mayor Bobby Cutchins	Aye
Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Gregory McLemore	Absent
Councilman Mark R. Kitchen	Aye
Councilman Ray Smith	Aye

City Manager's Report

General Updates

- City Manager Amanda Jarratt informed City Council that there had been a mandatory COVID-19 training that all employees were required to take and also an internet security training that all employees are required to take.
- City Manager Jarratt thanked staff for participating Halloween candy distribution.
- City Manager Jarratt informed City Council that there was a Courthouse Project meeting scheduled for Thursday, November 12, 2020.
- The COVID-19 cases in the City of Franklin continue to increase, the City currently has 519 cases, 26 hospitalizations and 14 deaths. Precautions remain in place and we ask that all citizens continue to follow the recommendations of the Virginia Department of Health and Center for Disease Control.
- The basketball goals will go back up on Monday, November 16, 2020, but signs will be posted reminding individuals to practice social distancing.
- City offices will be closed on November 11th in observance of Veterans Day.
- City Manager Jarratt informed City Council that the Southampton Board of Supervisors are willing to meet with City Council and suggested Wednesday, December 9, 2020.

Community Events

- Small Business Saturday is scheduled for Saturday November 28th.
- A drive thru Christmas Parade is planned in the City of Franklin on December 4th at 7:00 p.m. Those interested in having a float in the parade should e-mail llivesay@franklinva.com or call 757-562-8503.
- A Candy Cane Hunt is scheduled for Saturday, December 5th 2020 at Armory Park. The event is broken down into various age groups as follows:
 - Ages 4-6 @12:00 PM
 - Ages 7-9 @12:30 PM
 - Ages 10-12 @ 1:00 PM
- Registration is now open for the City of Franklin Ugly Sweater 5K run being held at the City of Franklin Regional Airport. The event is scheduled for Saturday December 12th at 1:00 p.m.
- City Manager Jarratt called Sarah Rexrode, Director of Social Services to come forward and give an update on the Christmas Assistance Program. This program provides supplemental Christmas assistance for children between the ages of 0-17 years who reside in the City of Franklin and who receive Child Care benefits, TANF (Temporary Assistance for Needy Families) benefits, Child Protective Services and / or Foster Care Services. This program works by selecting an angel from the tree located in City Hall's lobby. Please wrap your donated gifts, while providing a list of gifts on the outside of the wrapped items. Please label each individual gift with the corresponding number of your angel. Gifts will be accepted no later than Monday, December 14, 2020.

Mayor Frank Rabil asked if there were any other items that needed to be discussed.

Councilman Ray Smith stated he has received complaints from citizens that are concerned about the deer population in the City.

City Manager Jarratt stated she would discuss the issue with Chief Patterson and the Game and Inland Fisheries.

Council / Staff Reports on Boards / Commissions

Mayor Frank Rabil asked if there was anything to report on Council Staff Boards and Commissions.

Councilman Linwood Johnson stated there would not be a Western Tidewater Regional Jail Board meeting this month, but there would be one in December.

Closed Session

There being no further items to discuss, Mayor Frank Rabil asked for a motion to go into closed session.

Councilwoman Wynndolyn Copeland moved that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body as well as discussion of appointments to boards and commissions, to discuss the following subject or subjects: Beautification Commission, Industrial Development Authority, and Social Services Advisory Board; and

2.2-3711-A-3, Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body specifically regarding property in Downtown Franklin and along Fairview Drive.

2.2-3711-A-5, Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armory Drive, Fairview Drive, and property the City of Franklin owns in Isle of Wight County.

2.2-37-11-A-8, Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel specifically regarding a tax matter and a request for tax exempt status.

The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 6-0.

The vote was as follows:

Mayor Frank Rabil	Aye
Vice-Mayor Bobby Cutchins	Aye
Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Gregory McLemore	Absent
Councilman Mark R. Kitchen	Aye
Councilman Ray Smith	Aye

Motion Upon Returning to Open Session

Councilwoman Wynndolyn Copeland moved that the City of Franklin, Virginia City Council adopt the attached closed meeting resolution to certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on November 9, 2020; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

Councilman Mark R. Kitchen seconded the motion.

The vote was as follows:

Mayor Frank Rabil	Aye
Vice-Mayor Bobby Cutchins	Aye
Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Gregory McLemore	Absent
Councilman Mark R. Kitchen	Aye
Councilman Ray Smith	Aye

Adjournment

Councilwoman Wynndolyn Copeland made a motion to adjourn the November 9, 2020 regular City Council meeting.

The motion was seconded by Councilman Linwood Johnson.

The vote was as follows:

Mayor Frank Rabil	Aye
Vice-Mayor Bobby Cutchins	Aye
Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Gregory McLemore	Absent
Councilman Mark R. Kitchen	Aye
Councilman Ray Smith	Aye

The November 9, 2020 regular City Council meeting adjourned at 8:32 p.m.

Mayor

Clerk to City Council

ARBOR DAY PROCLAMATION

- Whereas,** In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and
- Whereas,** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and
- Whereas,** Arbor Day is now observed throughout the nation and the world, and
- Whereas,** trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and
- Whereas,** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and
- Whereas,** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and
- Whereas,** trees, wherever they are planted, are a source of joy and spiritual renewal,
- Whereas,** the City of Franklin celebrates its 36th consecutive year as a Certified “**TREE CITY USA**”, honored by the National Arbor Day Foundation,

NOW, THEREFORE, Frank M. Rabil, Mayor of the City of Franklin, Virginia,

does hereby proclaim November 19, 2020 as

Arbor Day

in the CITY OF FRANKLIN, and we urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 19th day of November, 2020

Frank M. Rabil, Mayor



BUDGET AMENDMENT 2021-12

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2020-2021 City Budget is hereby amended:

1. to recognize the School's appropriations of Federal Coronavirus Relief Fund (CRF) revenue and to appropriate such revenue for use; and
2. recognize the School's supplemental appropriations of Federal and grant revenues and to appropriate for use.

		2020-2021	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
	#1			
250	<u>SCHOOL OPERATING FUND</u>			
	REVENUE			
33010-0403	CARES ACT Grant CFR	\$0	\$177,958	\$177,958
				\$177,958
	EXPENDITURES			
60000-0033	CARES ACT Grant CFR	\$0	\$177,958	\$177,958
				\$177,958
	#2			
250	<u>SCHOOL OPERATING FUND</u>			
	REVENUE			
33010-0271	NCLB Grant-Title I	\$910,000	\$964,209	\$54,209
33010-0276	NCLB Grant-Title VI Rural Ed	14,000	33,306	19,306
33010-0277	Title IV Part A LEA	43,000	112,686	69,686
33010-0402	CARES ACT Grant	88,560	87,616	(944)
18990-1902	Obici Healthcare Grant 2020	0	80,069	80,069
				\$222,326
	EXPENDITURES			
60000-0071	NCLB Grant-Title I Part A	\$910,000	\$964,209	\$54,209
60000-0076	NCLB Grant-Title VI Rural Ed	14,000	33,306	19,306
60000-0077	Title IV Part A LEA	43,000	112,686	69,686
60000-0032	CARES ACT Grant GEER/ESSR	88,560	87,616	(944)
60000-0235	Obici Healthcare Grant 2020	0	80,069	80,069
60000-0001	Instruction	9,269,143	9,209,143	(60,000)
60000-0021	Va Medical Asst Program	0	60,000	60,000
				\$222,326

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council



FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE
SUPERINTENDENT

207 West Second Avenue
Franklin, Virginia 23851-1713
(757) 569-8111 • Fax (757) 516-1015

MEMORANDUM

TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Tamara Sterling
Division Superintendent

DATE: November 5, 2020

RE: Notice of Budget Adjustment

The Franklin City School Division requests that the following budget funds be re-classified to balance with grants for FY 2021 that have been recently approved.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Revenue Increase (CRF)	15-84.425	\$177,958.00	250-3-33010-0403 WCC
Expense Increase (CRF Virtual Coor)	15-9-1-61000-1120-0000-000-000	\$ 10,000.00	
Expense Increase (CRF Virtual Coor)	15-9-1-61000-2100-0000-000-000	\$ 2,000.00	
Expense Increase (CRF Guidance)	15-3-0-61211-1120-0000-000-000	\$ 55,000.00	
Expense Increase (CRF Guidance)	15-3-0-61211-2100-0000-000-000	\$ 20,750.00	
Expense Increase (CRF PPE Supplies)	15-3-0-64200-6005-0000-000-000	\$ 86,008.00	
Expense Increase (CRF Technology)	15-3-0-68200-6060-0000-000-000	\$ 4,200.00	
	TOTAL EXPENSE	\$177,958.00	250-4-60000-0033
Move Medicaid expense to proper line			
Expense Increase (Medicaid)	07-2-2-61102-1150-0000-000-000	\$ 33,500	
Expense Increase (Medicaid)	07-2-2-61102-2100-0000-000-000	\$ 2,200	
Expense Increase (Medicaid)	07-2-2-61102-2210-0000-000-000	\$ 6,700	
Expense Increase (Medicaid)	07-2-2-61102-2300-0000-000-000	\$ 16,700	
Expense Increase (Medicaid)	07-2-2-61102-2400-0000-000-000	\$ 900	
	TOTAL EXPENSE	\$ 60,000	250-4-60000-0021
Expense Decrease (Instruction)	10-2-1-61101-1120-0010-000-000	(\$ 60,000)	250-4-60000-0001



FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE
SUPERINTENDENT

207 West Second Avenue
Franklin, Virginia 23851-1713
(757) 569-8111 • Fax (757) 516-1015

MEMORANDUM

TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Tamara Sterling
Division Superintendent

DATE: November 12, 2020

RE: Notice of Budget Adjustment

The Franklin City School Division requests that the following budget funds be re-classified to balance with grants for FY 2021 that have been recently approved.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Revenue Decrease (ESSR / GEER)	14-84.425	\$ (944.00)	250-3-33010-0402 WCG
Expense Decrease (ESSR / GEER)	14-9-0-65200-8200-0000-000-000	\$ (750.00)	
Expense Decrease (ESSR / GEER)	14-9-0-65200-6005-0000-000-000	\$ (194.00)	
	TOTAL EXPENSE	\$ (944.00)	250-4-60000-0032
Revenue Increase (OBICI GRANT)	53-189903000	\$ 80,069.25	New Acct needed
Expense Increase (OBICI GRANT)	53-See Bus Office	\$ 80,069.25	New Acct needed
Revenue Increase (TITLE I)	See Business Office	\$ 54,209.41	250-3-33010-0271
Expense Increase (TITLE I)	See Business Office	\$ 54,209.41	250-4-60000-0062
Revenue Increase (TITLE IV)	See Business Office	\$ 69,685.50	250-3-33010-0277
Expense Increase (TITLE IV)	See Business Office	\$ 69,685.50	250-4-60000-0077
Revenue Increase (TITLE V Rural)	See Business Office	\$ 19,305.52	250-3-33010-0276
Expense Increase (TITLE V Rural)	See Business Office	\$ 19,305.52	250-4-60000-0076



*Office of the City Manager
Amanda C. Jarratt*

November 19, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: FY 20 Audit

Background

Creedle, Jones & Associates, P.C. will be present to provide an overview of the FY 20 audit.

Needed Action

None at this time.

ORDINANCE NO. 2020-03

AN ORDINANCE OF THE FRANKLIN CITY COUNCIL OF THE CITY OF FRANKLIN,
VIRGINIA, FOR THE AWARD OF AN EMPLOYEE BONUS

WHEREAS, throughout 2020, the City of Franklin has been gripped with the impacts of the COVID-19 pandemic; and

WHEREAS, through the entire year, City employees have worked tirelessly through the COVID-19 pandemic to ensure that government operations continued; and

WHEREAS, due to the COVID-19 outbreak, ensuring that government operations continued in the City of Franklin has required the extraordinary efforts of all staff, who regularly have gone above and beyond the call of duty; and

WHEREAS, this bonus was included in the Fiscal Year 2021 adopted budget; and

WHEREAS, the City Council of the City of Franklin, Virginia traditionally offers City of Franklin employees a bonus at the end of the year during the holiday season, and now wishes to express its gratitude for the efforts of its employees during 2020 under extraordinarily challenging circumstances with the award of a bonus.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Franklin, Virginia that, pursuant to Virginia Code § 15.2-1508, a bonus is hereby awarded to all City employees in the amount of \$100.00 for full-time employees and \$75.00 for part-time employees, to be paid in the month of December 2020.

BE IT FURTHER ORDAINED that this ordinance shall be effective upon adoption and staff is directed to effect the payment and distribution of the bonus awarded herein.

ADOPTED by the Council of the City of Franklin, this November 23, 2020.



*Office of the City Manager
Amanda C. Jarratt*

November 18, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Courthouse Update

Background

Southampton County Courthouse

Our stakeholder group reached consensus to accept “WEST ELEVATION – ALTERNATE 2” which replaces brick at the middle portion of the west elevation with fiber cement siding and removes (9) of the blind windows for an estimated cost savings of \$41,064.

The presentation and minutes from our most recent meeting are attached for your review.

Needed Action

None at this time.



MEETING MINUTES

Meeting Date: November 12, 2020, 1:00 pm – 2:45 pm
Project: Repair and Renovation of Courthouse Facilities
Project No.: 19081
Location: Southampton County Office Center Boardroom
Subject: Exterior and Interior Finishes Review

Participants and Organizations

Name	Organization	Contact
Mike Johnson	Southampton County Administrator	mjohnson@southamptoncounty.org
William Hart Gillette	Southampton County Board of Supervisors, Vice-Chairman	wgillette@southamptoncounty.org
Christopher Cornwell	Southampton County Board of Supervisors	ccornwell@southamptoncounty.org
Amanda Jarratt	City of Franklin – City Manager	ajarratt@franklinva.com
Tom Potts	Silling Architects	tpotts@silling.com
Susan Farley	Silling Architects	sfarley@silling.com
Jeremy Jones	Silling Architects	jjones@silling.com
Andrew Moore	Glavé & Holmes Architecture	amoore@glaveandholmes.com
Anna Kruger	Glavé & Holmes Architecture	akruger@glaveandholmes.com
Kate Hershey	Glavé & Holmes Architecture	khershey@glaveandholmes.com

Item	Description	Action
1.	MEETING OVERVIEW The design team (G&HA and Silling) met with the Stakeholder Group to present initial selections for the exterior and interior finishes. A copy of the presentation is enclosed with these Minutes.	
2.	EXTERIOR FINISHES G&HA presented the following: <ul style="list-style-type: none"> • The exterior elevations remain largely unchanged (pp. 2,3) but are being developed as the design phases progress. • VE options for the North elevation were previously agreed upon and implemented. • VE options for the West elevation were discussed previously and again at this meeting. Following the meeting, the Stakeholders met and selected the following VE option: 	

MEETING MINUTES

Project Name: Repair and Renovation of Courthouse Facilities

Project No.: 19081

Subject: Exterior and Interior Finishes Review

Page : 2 of 3

	<ul style="list-style-type: none"> • Replace brick in the “hyphen” with fiber cement siding. Remove (9) blind window openings on the west elevation. <ul style="list-style-type: none"> • Estimated savings: \$41,064 • Proposed exterior finishes are derived from the existing finishes at the courthouse building and 1960s addition to remain. The proposed finishes are shown in the presentation on pp. 5,6. Items of note include the following: <ul style="list-style-type: none"> • G&HA will assess the existing slate roof at the historic courthouse to determine its condition. <ul style="list-style-type: none"> • If the roof is found to be in good condition and the Stakeholders elect to retain it, the small additions immediately adjacent to the main courthouse will also be provided with new slate roofs. <ul style="list-style-type: none"> • Estimated cost: ~\$20k • If the existing slate roof is slated for demolition either due to its condition or the Stakeholders’ election, an asphalt shingle roof will be provided in its place. <ul style="list-style-type: none"> • Option was assumed for SD cost estimate. • Asphalt shingle roofing will be provided at all other steeply sloping roofs on the project. • G&HA will provide additional information about the maintenance and warranty for the fiber cement siding. • G&HA also presented an illustrative site plan from the Landscape Architect (p. 7). Items discussed include the following: <ul style="list-style-type: none"> • Plantings should be low-maintenance. • Plantings should be low-profile (<2’ high) at the building perimeter. • No preference was offered for site furnishings. • A more developed plan will be prepared by the Landscape Architect for further review to indicate planting locations. • The group also briefly discussed the Insurrection Trail signage to be located at the project streetfront. <ul style="list-style-type: none"> • (5) signs will be located along Main Street; (2) additional signs will be located adjacent to the on-site monument. • Due to the site disturbance expected at the streetfront during construction, the (5) signs along Main Street will require removal, protection, and reinstallation after construction’s completion. <ul style="list-style-type: none"> • Mike Johnson to verify installation detail will permit temporary removal. • Mike Johnson to verify if the Contractor or Owner will be responsible for removing, storing, and reinstalling the signage. 	<p>G&HA to make return site visit to assess the existing roof.</p> <p>G&HA to provide additional information for the warranty and maintenance of the fiber cement siding.</p> <p>More detailed landscape plan to be prepared.</p> <p>Mike Johnson to verify installation detail and temporary removal strategy; G&HA and landscape architect to propose signage locations.</p>
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MEETING MINUTES

Project Name: Repair and Renovation of Courthouse Facilities

Project No.: 19081

Subject: Exterior and Interior Finishes Review

Page : 3 of 3

3.	<p>INTERIOR FINISHES</p> <p>Silling presented the following:</p> <ul style="list-style-type: none">• Transitional and traditional interior character options (pp. 8-49, 52-53).<ul style="list-style-type: none">• Stakeholders generally preferred the more traditional interior character.• One warmer finish palette (p. 50) and one cooler finish palette (p. 51).<ul style="list-style-type: none">• Stakeholders generally preferred the cooler finish palette. <p>The group discussed the following topics related to interior finishes:</p> <ul style="list-style-type: none">• Interior wood trim will be stain-grade for ease of maintenance.• Silling will prepare a final presentation document cataloging finishes by space to be approved by the Stakeholders.• Finish selections will be presented to the Project Users after the first of the year for informational purposes.• Metal toilet partitions will not be provided.	Silling to develop interior finishes and prepare for final by-space approval by Stakeholders.
4.	<p>CONCLUSIONS AND NEXT STEPS</p> <ul style="list-style-type: none">• The project is on schedule. The current design phase will be concluded on December 18.• The design team has a meeting arranged with the Sheriff next Wednesday, November 18, to review security-related project items.• A meeting with the Project Users will be arranged in January 2021.	Project User meeting to be scheduled by G&HA.

Please review these Minutes as an accurate record of this meeting and notify Glavé & Holmes Architecture of any changes. If comments are not received by December 4, 2020, these Minutes will become a part of the permanent record as submitted.

Submitted by:



Katherine E. L. Hershey, RA
For Glavé & Holmes Architecture, P.C.

Attachments: 2020 11 12 Finishes Presentation.pdf
Recipients: Meeting attendees, Wynndolyn Copeland, Bobby Cutchins

END OF DOCUMENT

REPAIR & RENOVATION OF COURTHOUSE FACILITIES

INTERIOR & EXTERIOR FINISHES PRESENTATION



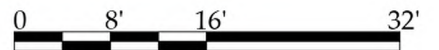
November 12, 2020

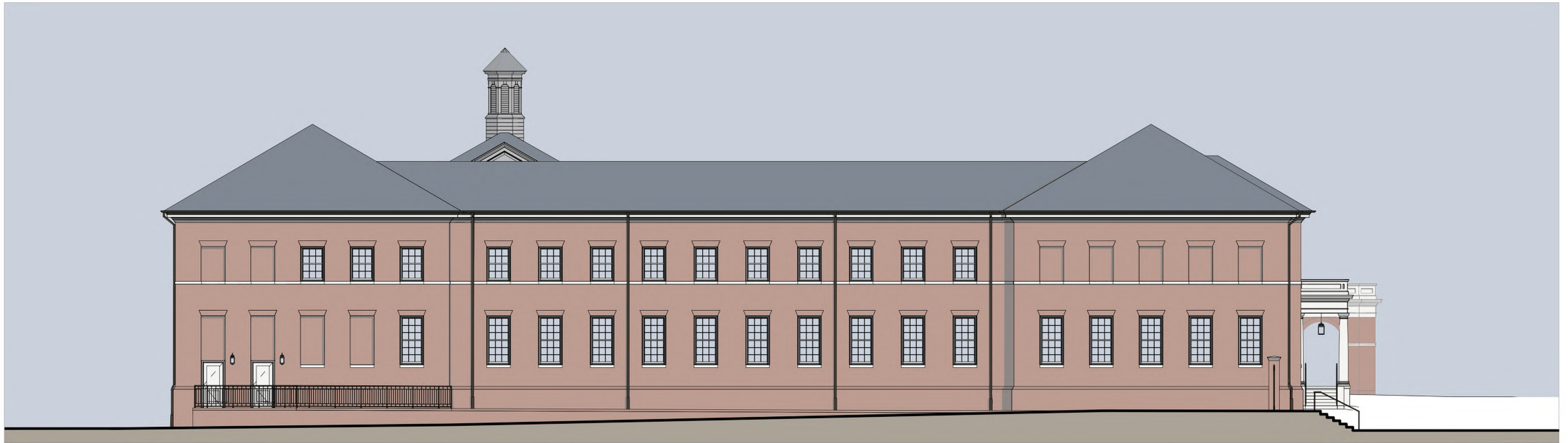


East Elevation



South Elevation

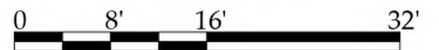




West Elevation



North Elevation





West Elevation - Alternate Option 1



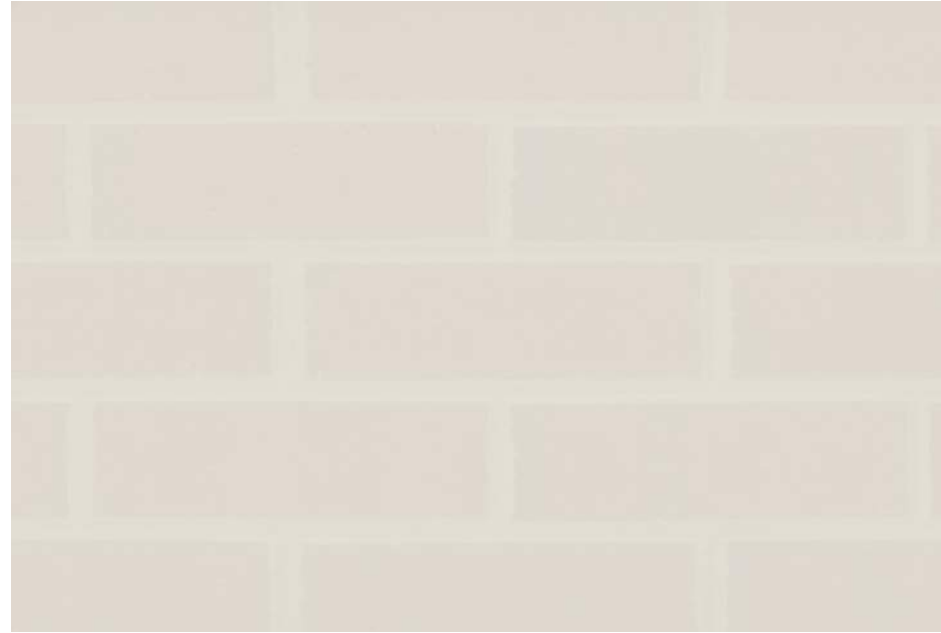
West Elevation - Alternate Option 2

EXISTING BRICK INFILL

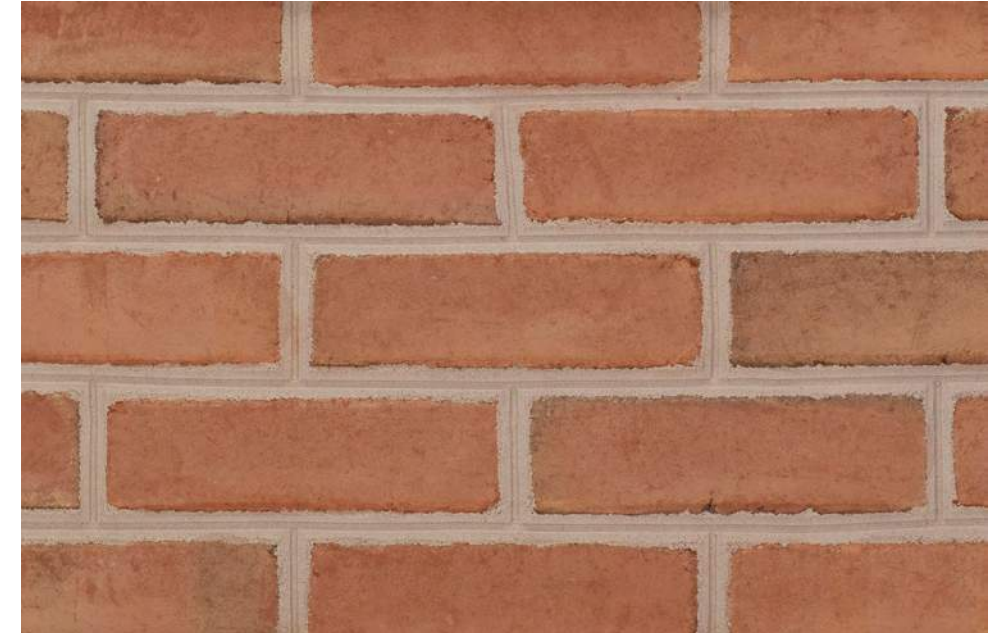


Hand Moulded Brick Infill at Damaged Areas of Existing Courthouse
Glen-Gery - Virginia Blend Handmade

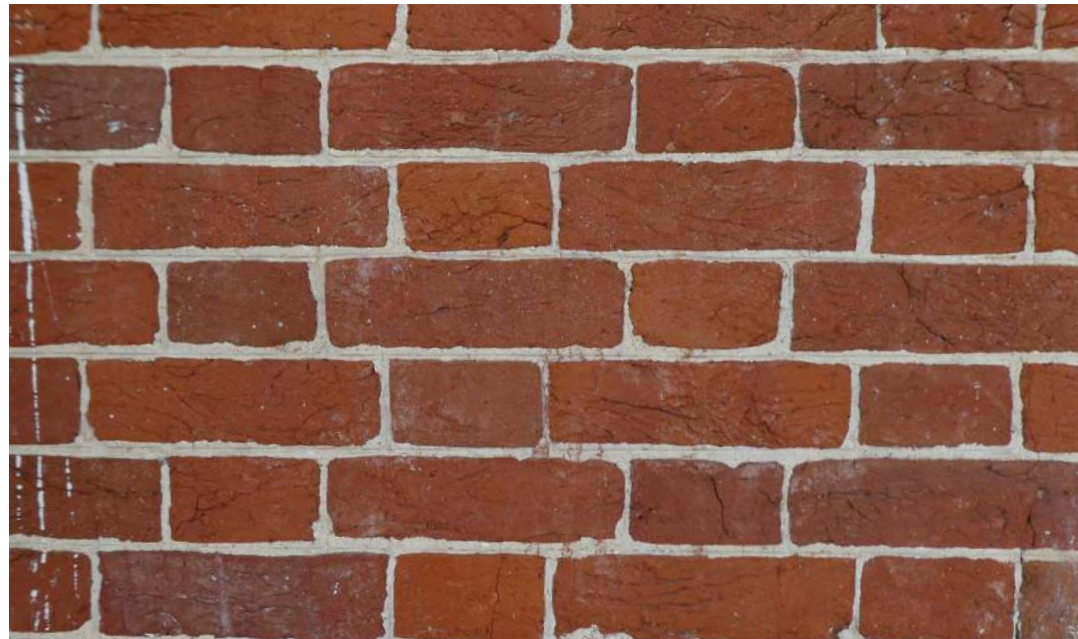
BRICK



Painted Wirecut Brick at Existing 1960s Building Addition
Lawrenceville - Henrico



Main Body of New Construction
Glen-Gery - Rose Full Range



Existing Courthouse Brick



Existing 1960s Addition Painted Brick - Repaint to Match Trim

ROOF MATERIALS



Asphalt Shingle Roof
GAF Timberline Shingles - Pewter Grey



True Slate Roof
Match Existing

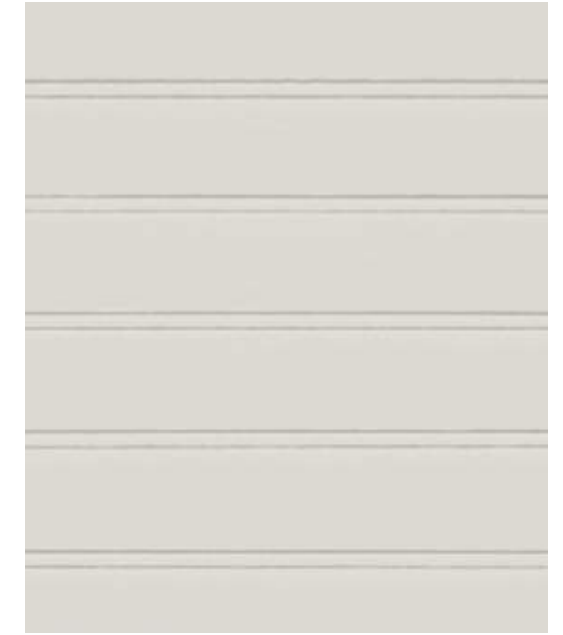


Alternate - Synthetic Slate Roof
EcoStar Majestic Slate - Midnight Gray

FIBER CEMENT



HardiePlank Smooth Siding
Paint to Match Trim Color



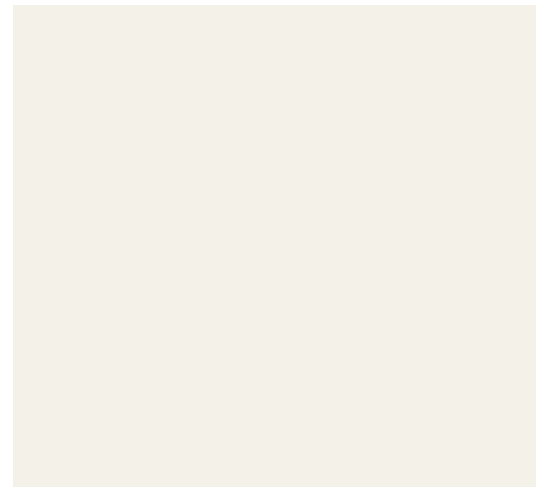
HardiePlank Beadboard Ceiling
Paint to Match Trim Color

WINDOWS

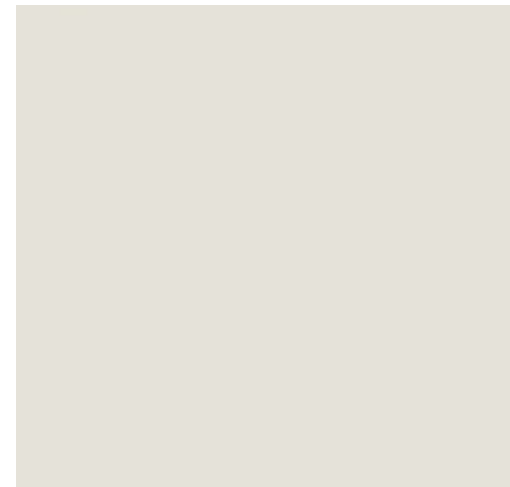


Precast Sills and Bands
Match Existing

TRIM FINISH



Aluminum Clad Color
Marvin - Stone White



Trim Paint Color
Sherwin Williams - Origami White

LIGHT FIXTURES



Small Sconce
Kichler Wiscombe Park



Pendant
Kichler Wiscombe Park



Medium Sconce
Kichler Wiscombe Park



Flush Mount
Kichler Linford
11" Flush Mount



Post Top
Kichler Wiscombe Park

PLANT MATERIAL



SWEETBAY MAGNOLIA



TRIDENT MAPLE



WHITE CAMELLIA



LIBERTY HOLLY



DISTYLIUM



DWARF YAUPON HOLLY



LIGUSTRUM



LOROPETALUM



NEPETA



LILYTURF

SITE FURNISHINGS



PICNIC TABLE



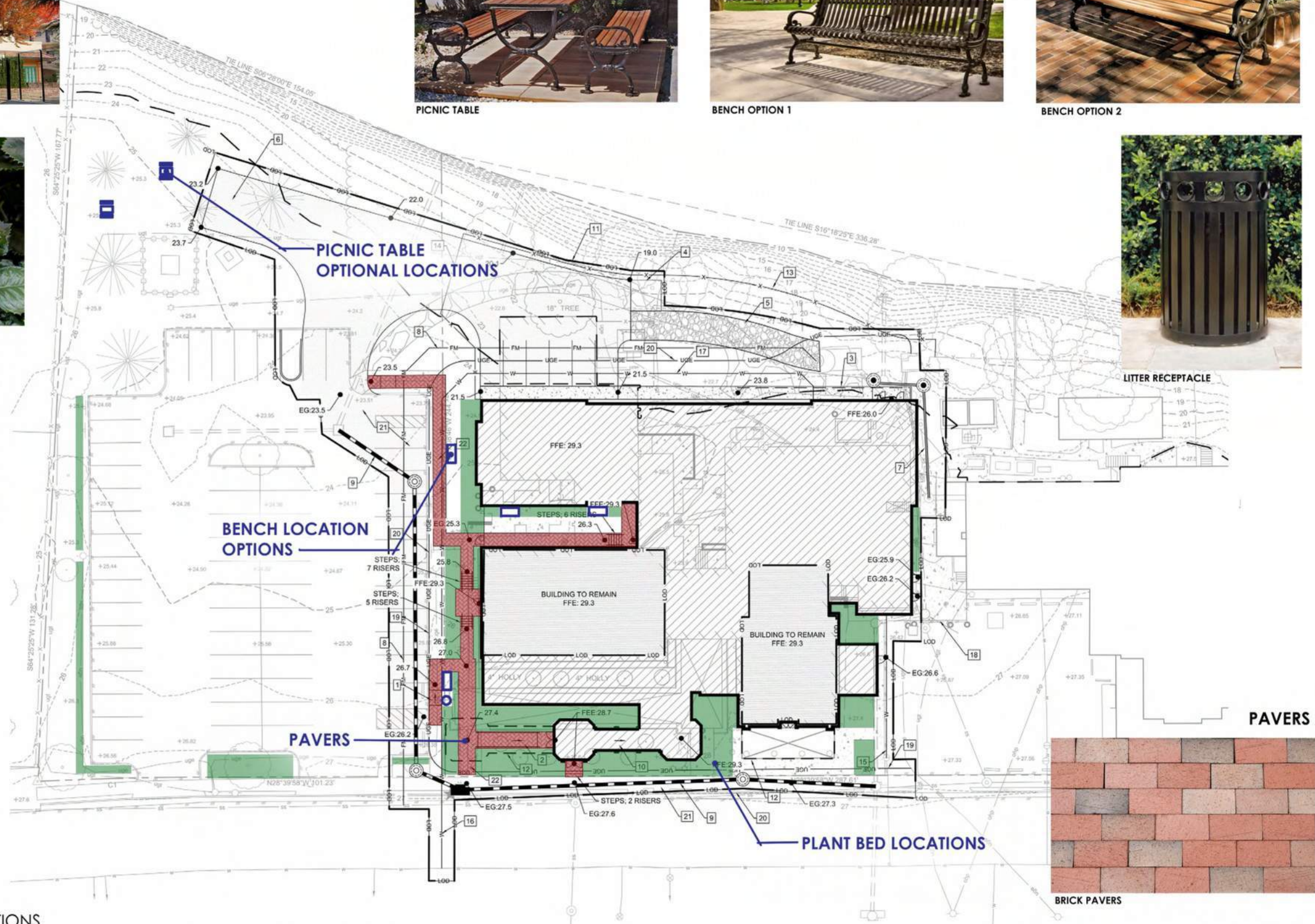
BENCH OPTION 1



BENCH OPTION 2



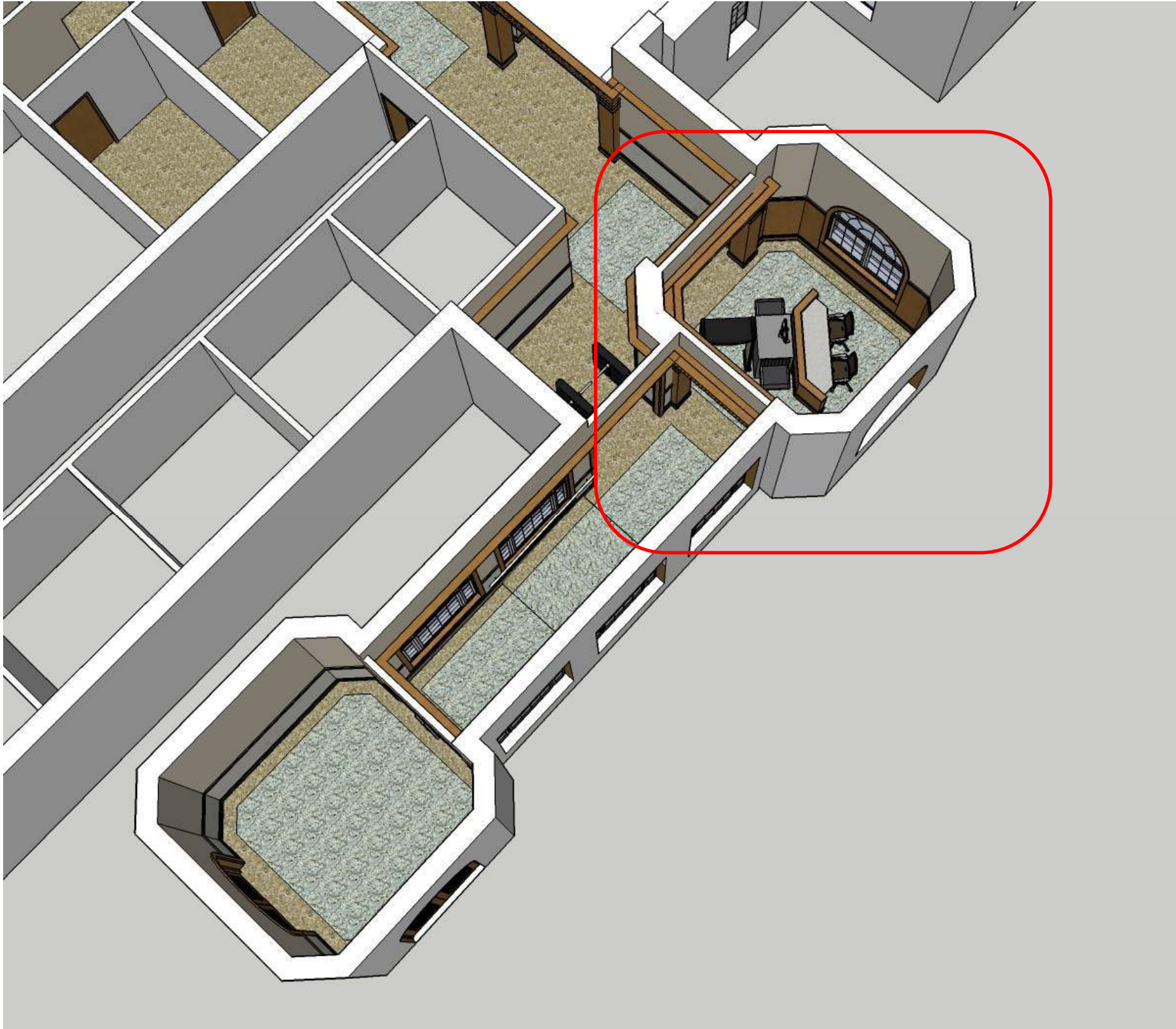
LITTER RECEPTACLE

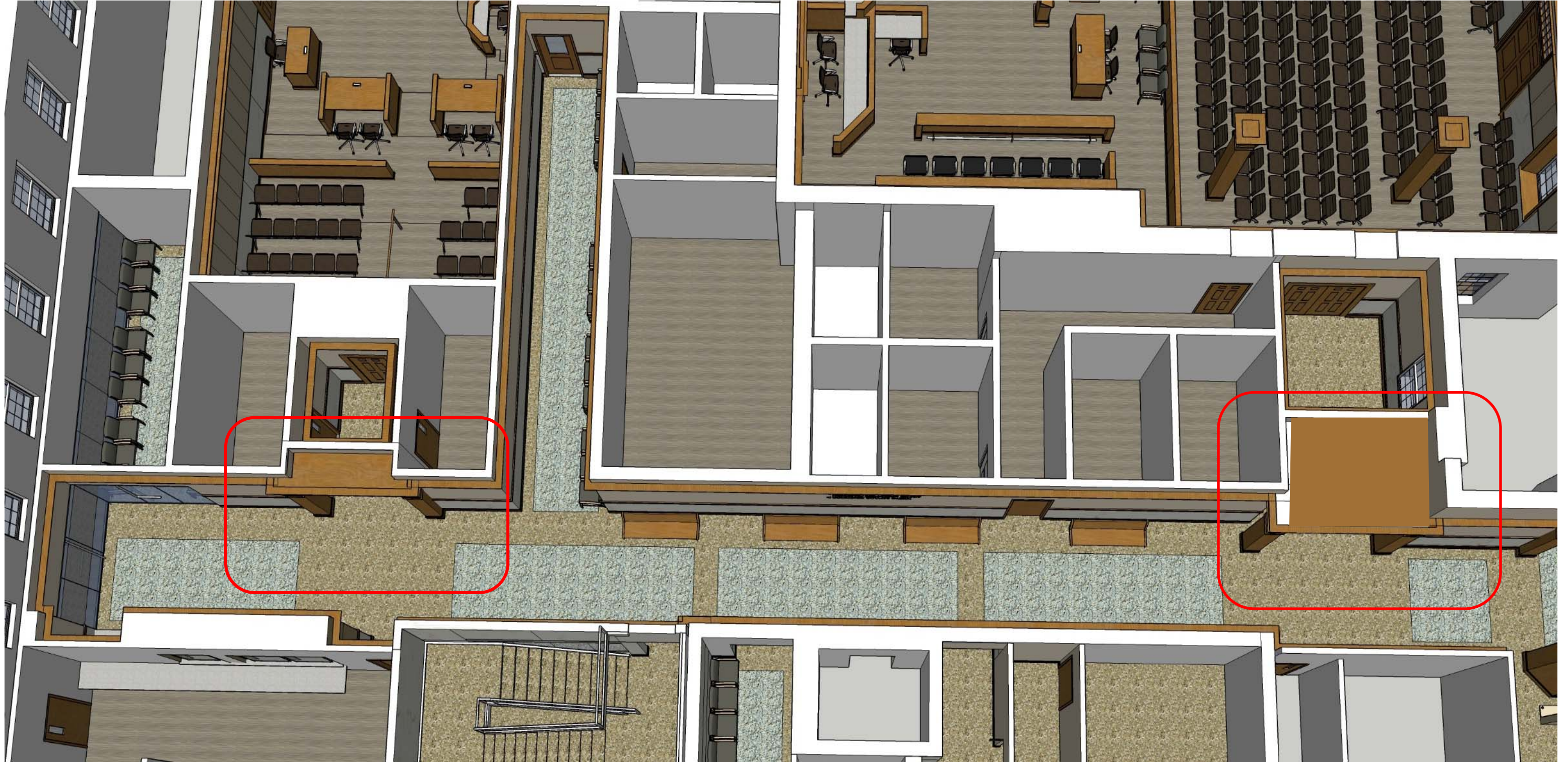


LANDSCAPE MATERIALS OPTIONS
SOUTHAMPTON COUNTY COURTHOUSE

Courtland, Virginia
 GLAVE & HOLMES ARCHITECTURE - DRAPER ADEN ASSOCIATES - WPL | LANDSCAPE ARCHITECTS - LAND SURVEYORS - CIVIL ENGINEERS

220-0185
 NOVEMBER 09, 2020



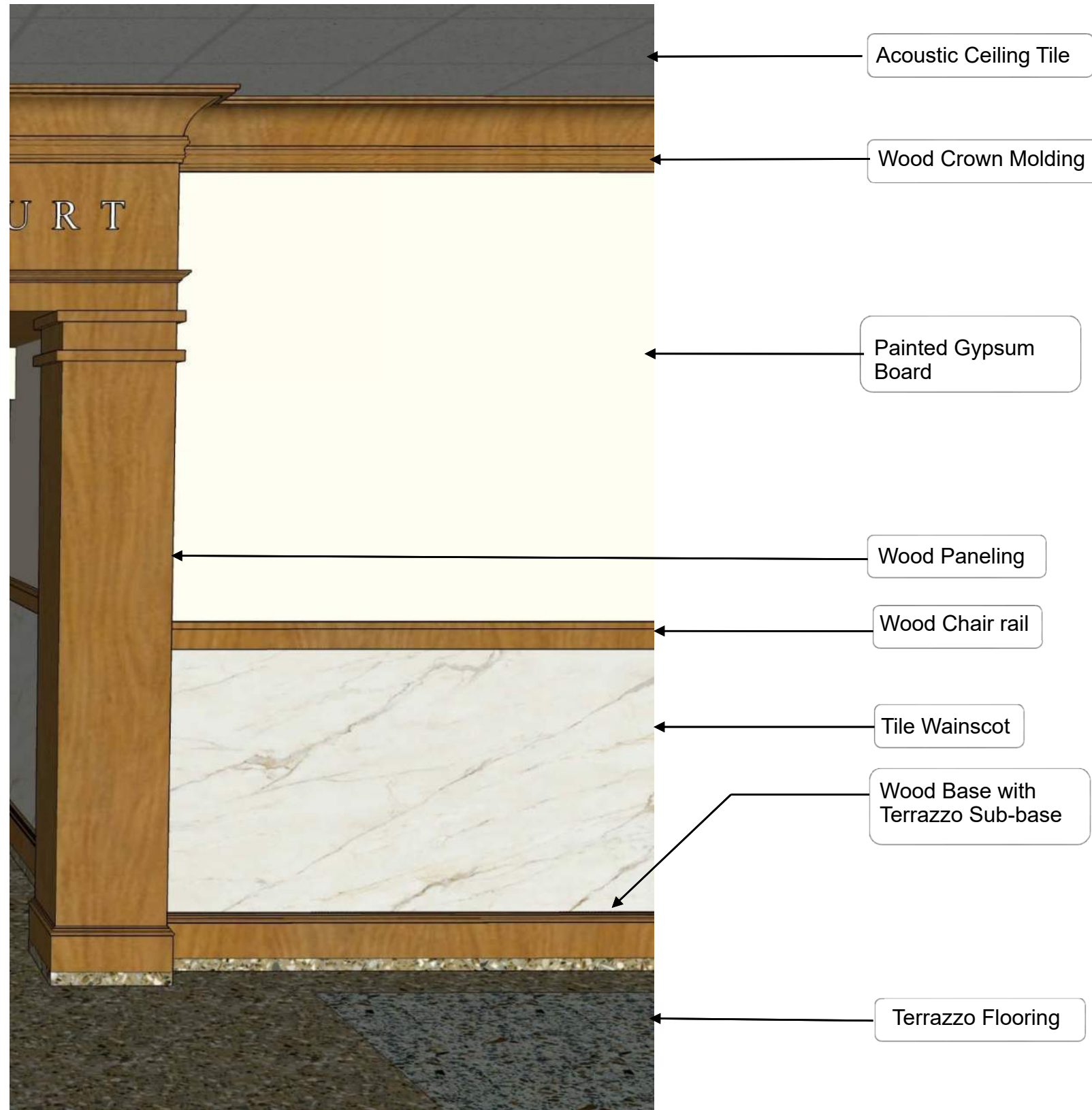




Option 1



Option 2













Wood Paneling

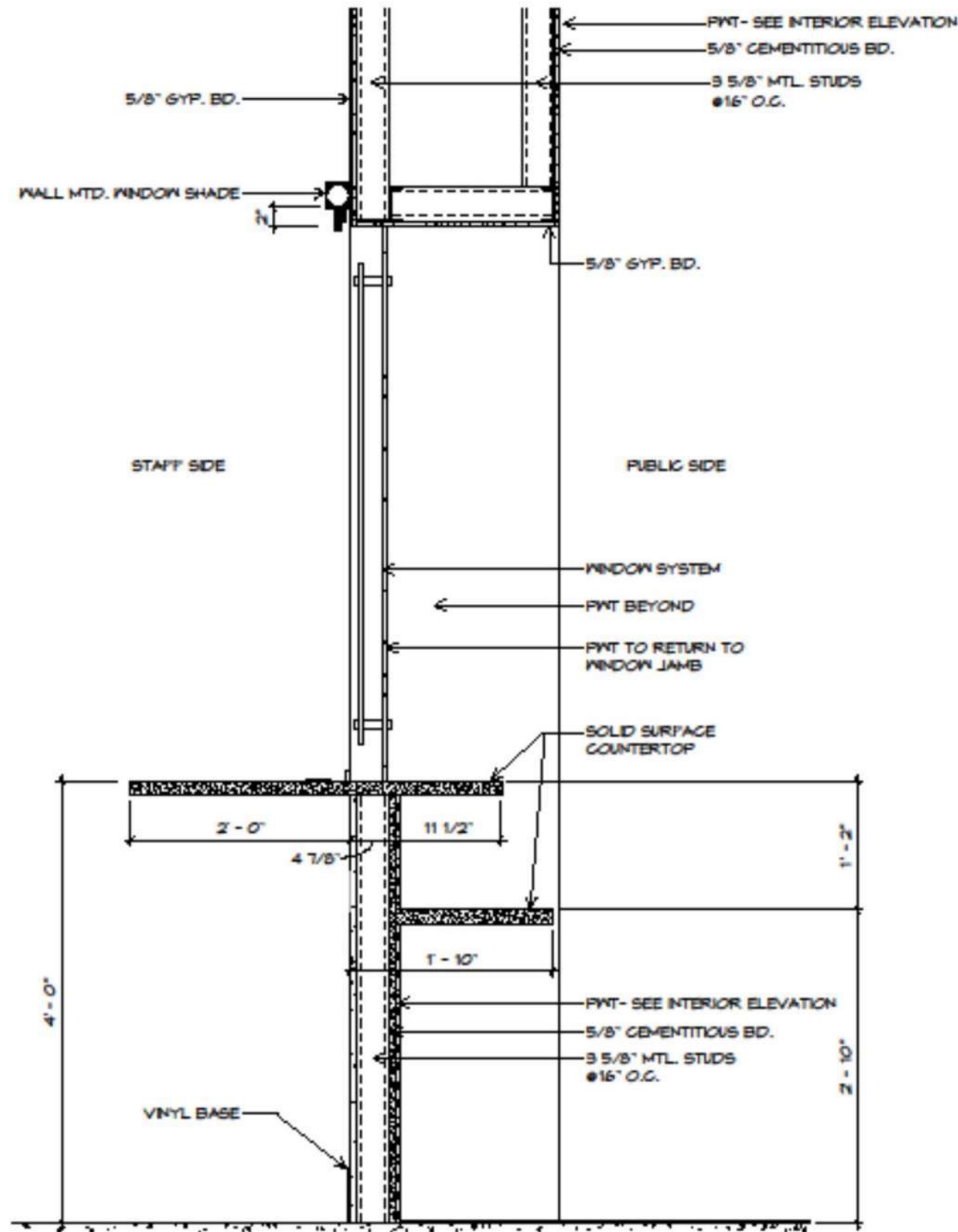
Exit Turnstile



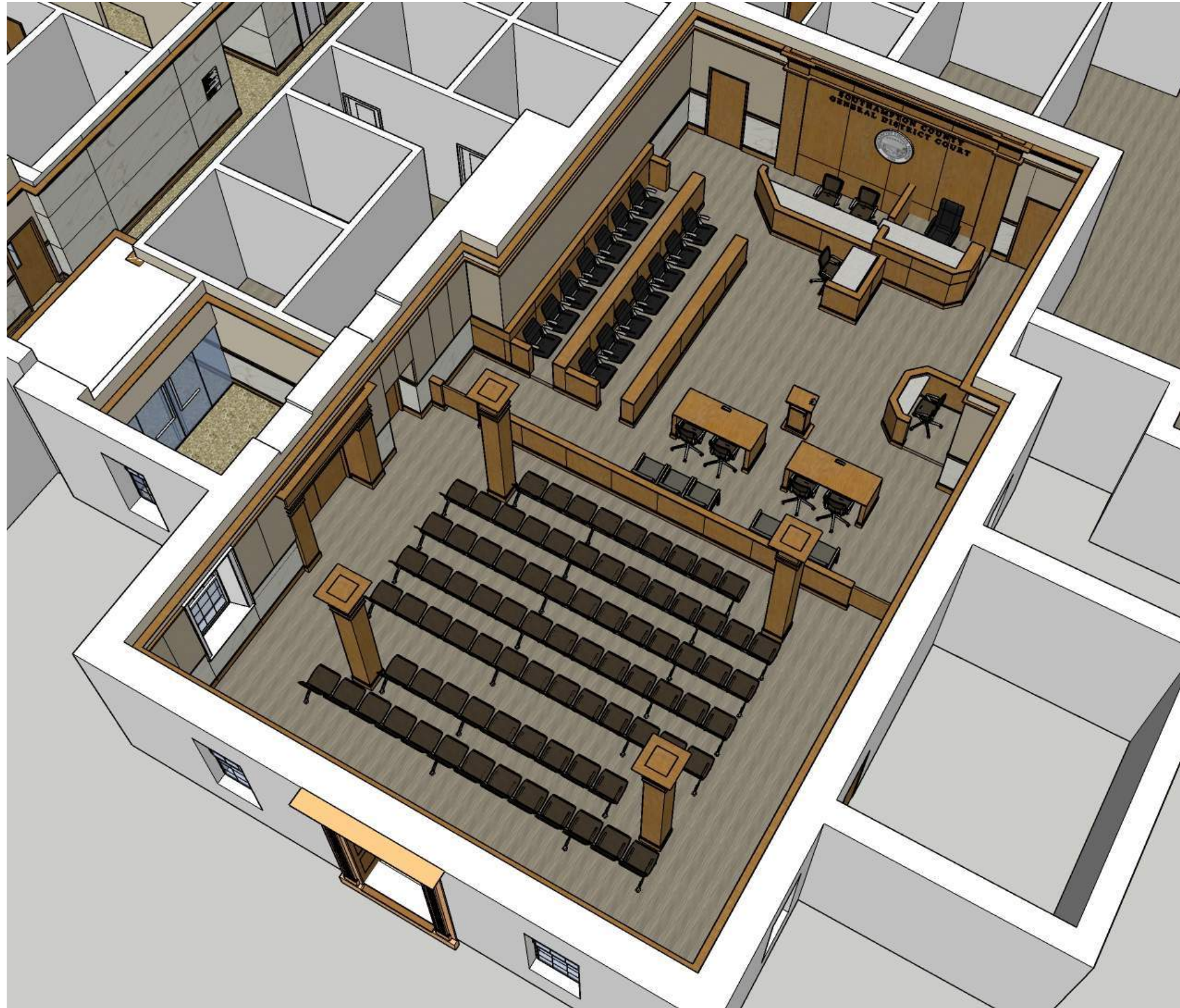
















Acoustic Wall Panels

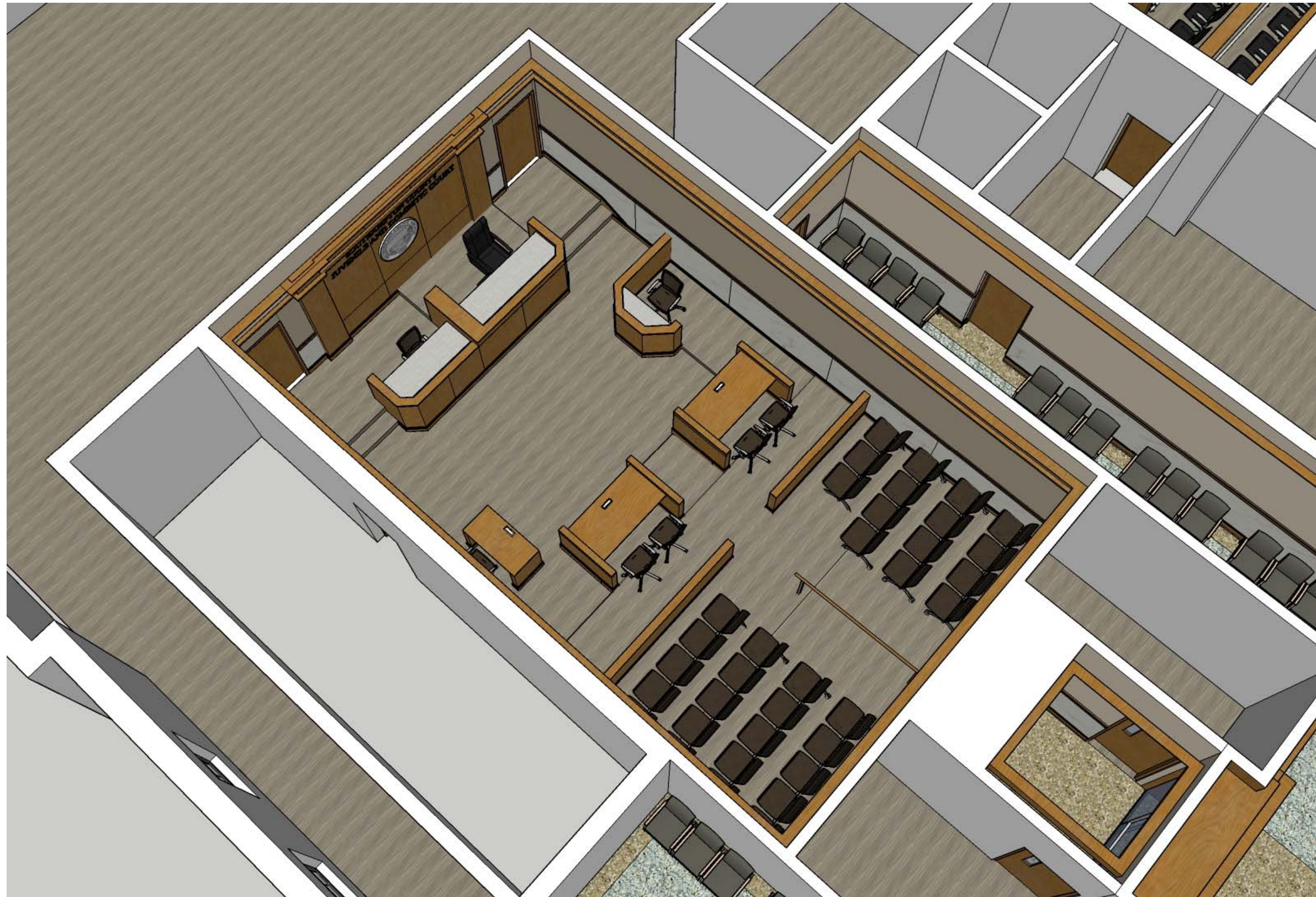
Flush Millwork Bar with Cap Rail and Base

Flush Millwork Jury Box with Cap Rail and Base

Millwork Counsel Table with Cap Rail and Base; Podium













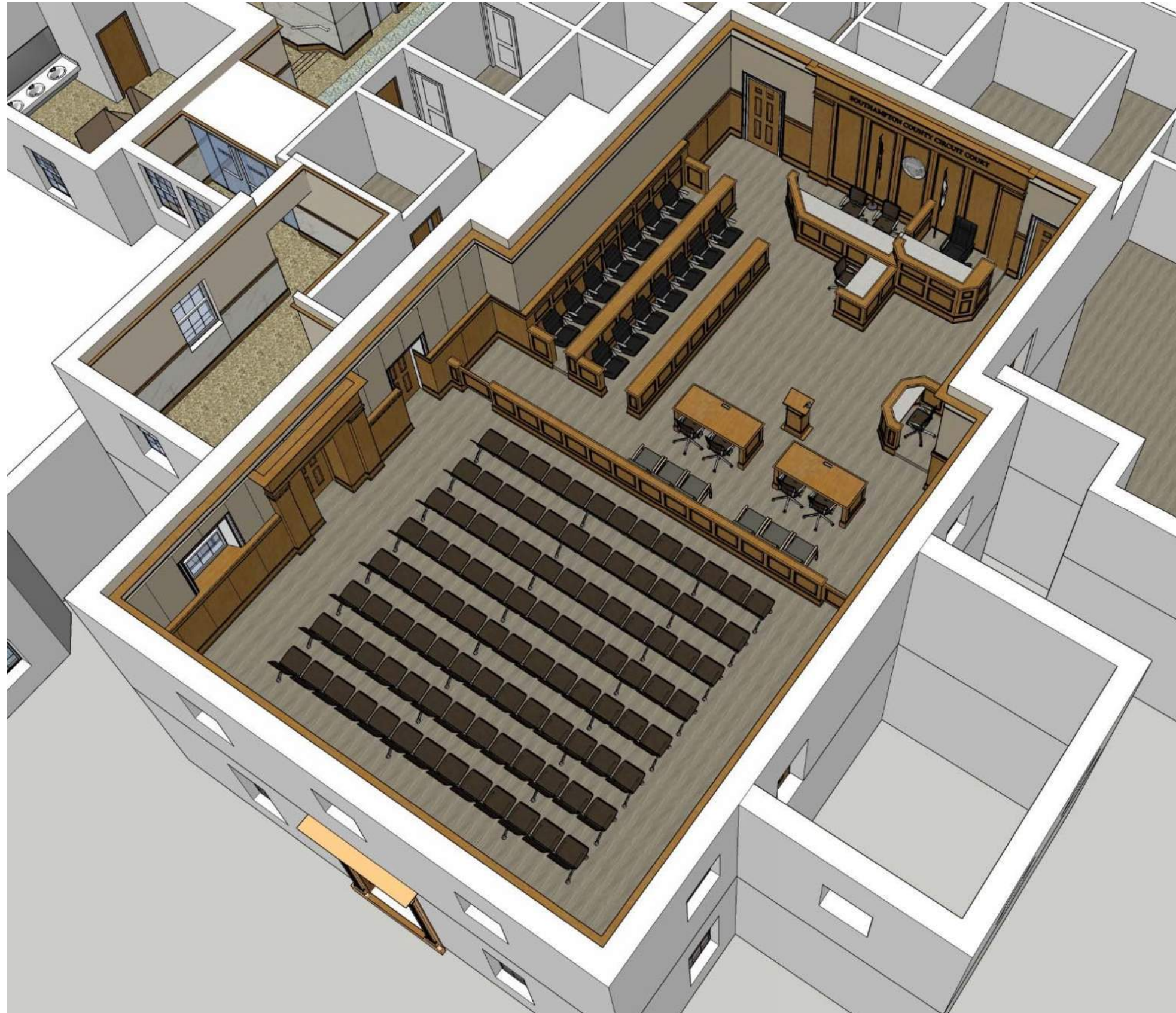


















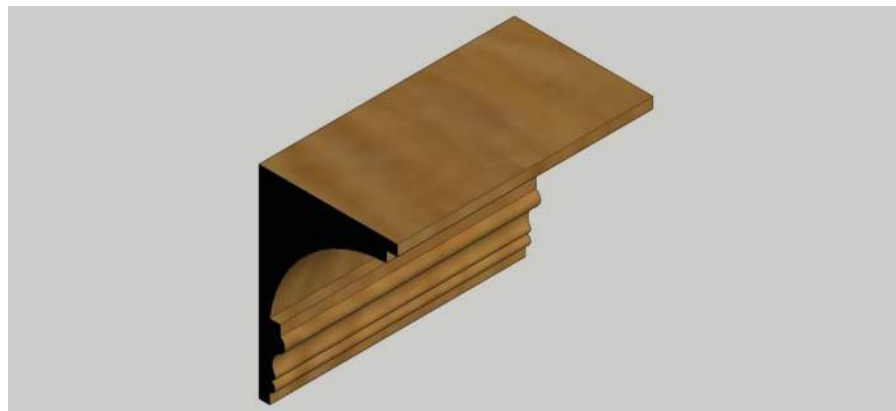








Option 1



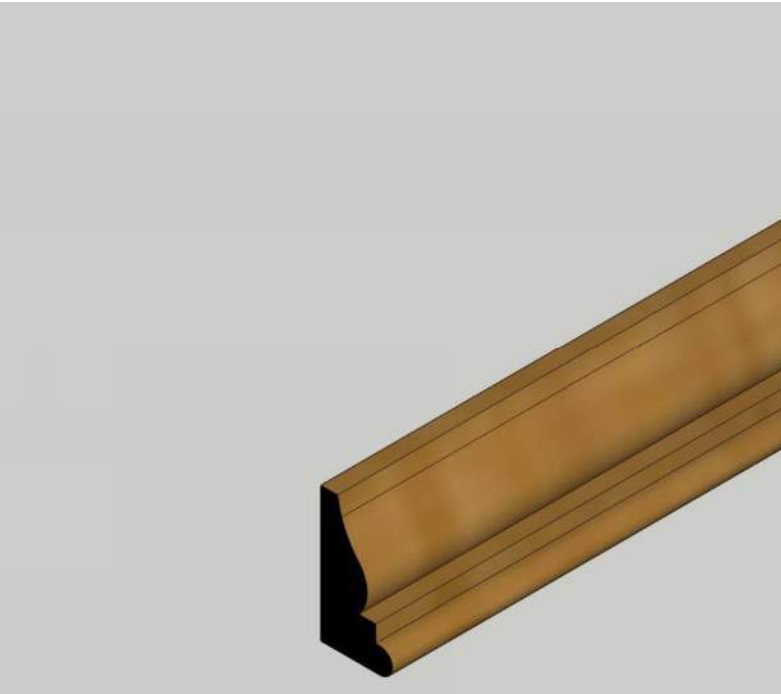
Option 2



Option 1 & 2



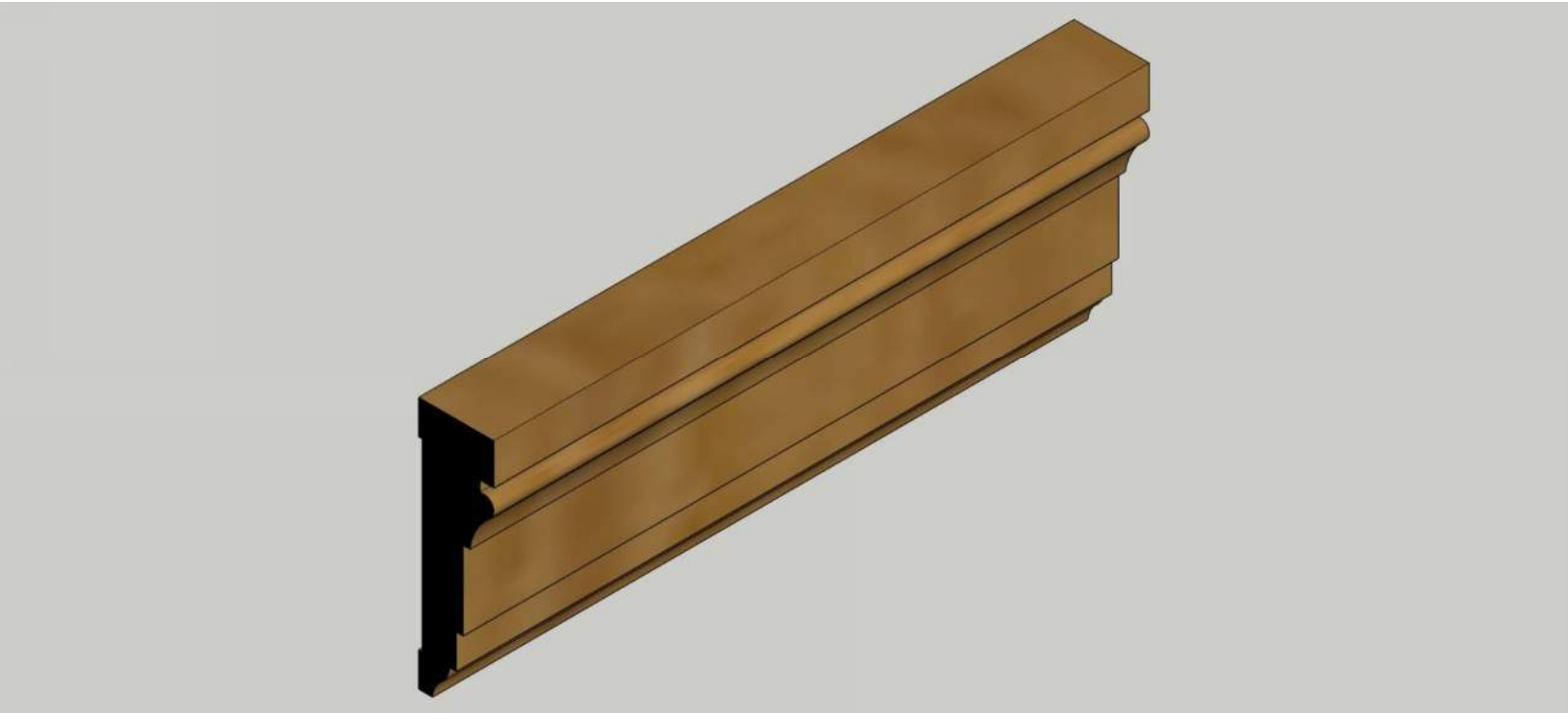
Cap



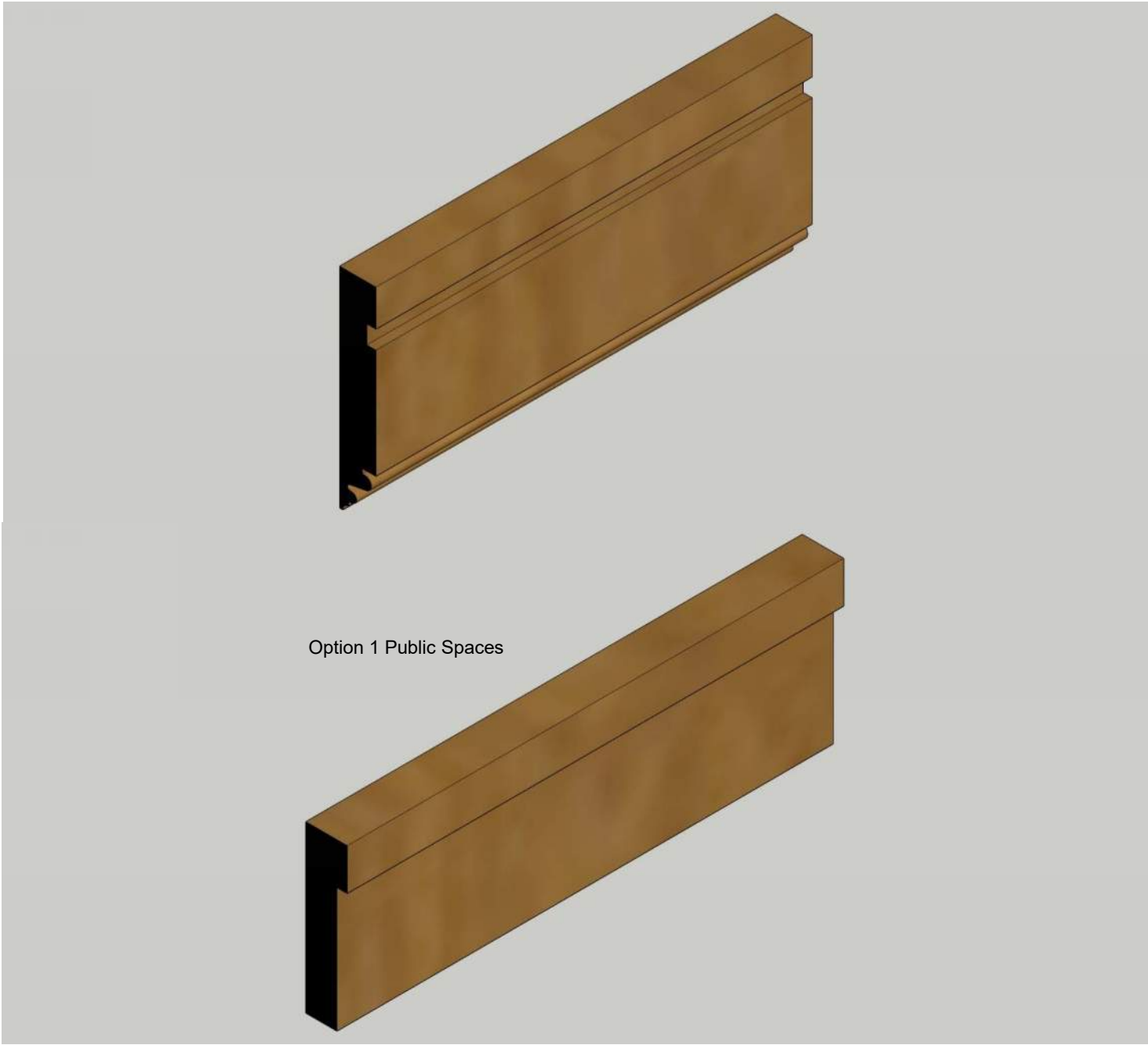
Base Shoe Option 2



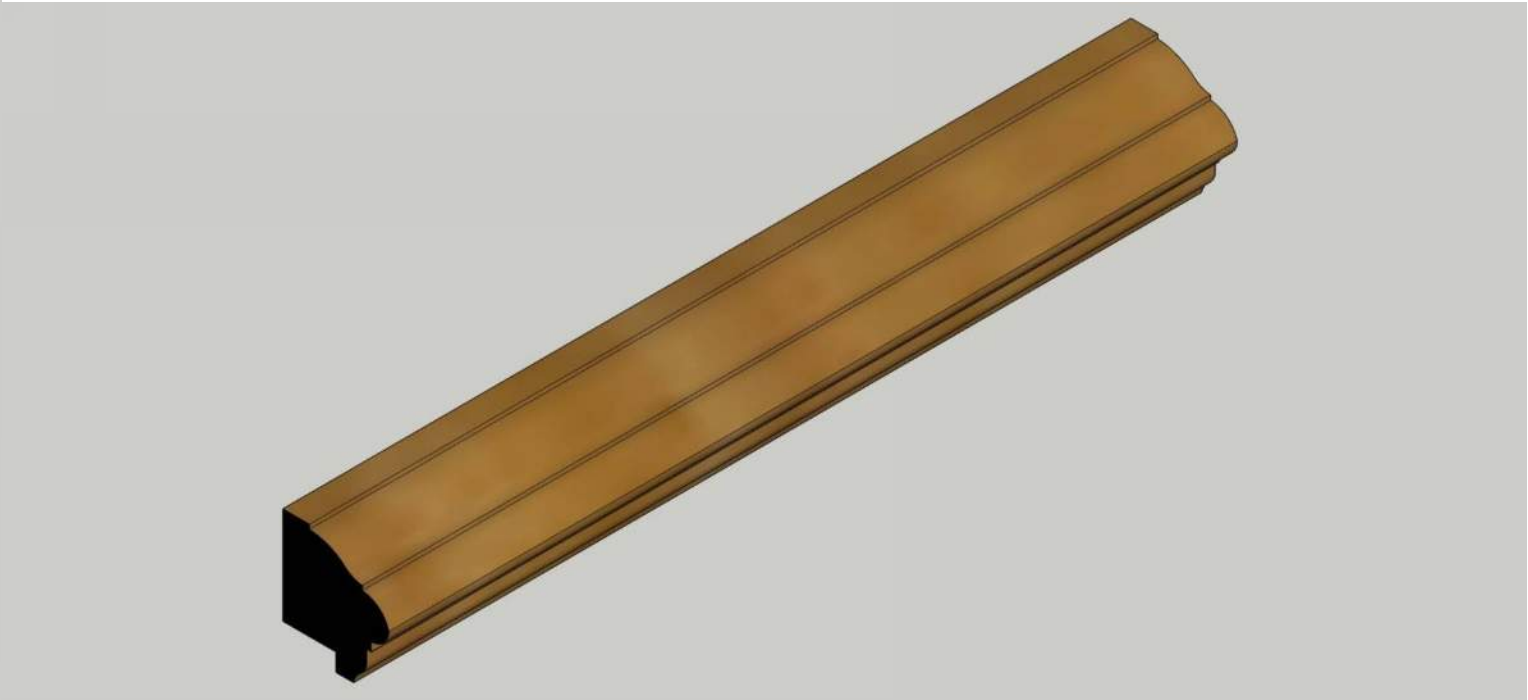
Option 2



Option 1 Courtrooms



Option 2



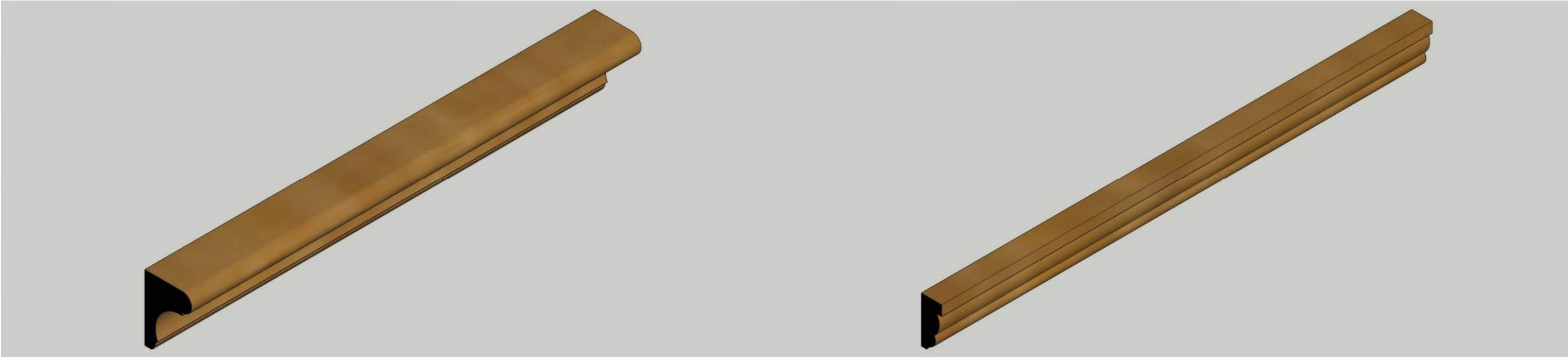
Option 1



Option 2



Option 2



INTERIORS

FINISHES

Scheme A



PORCELAIN
FLOOR TILE

STONEPEAK
PLANE 2.0, CALACATTA ORO –
HONED AND POLISHED 30 x 60



CARPET

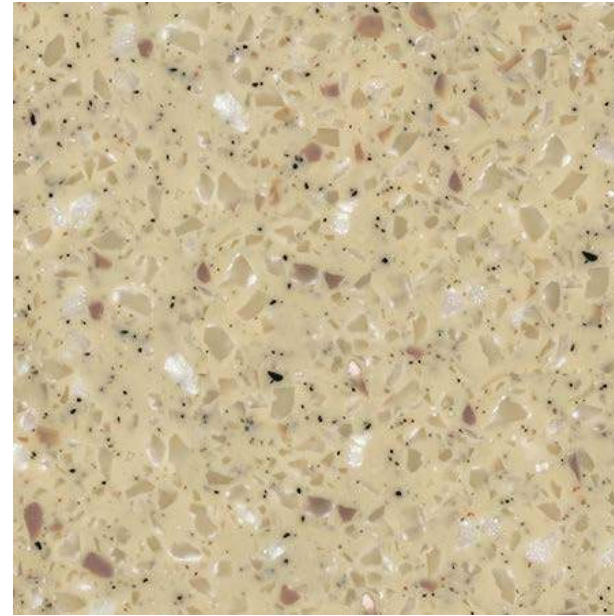
FRONT-OF-HOUSE: PATCRAFT
EDINBURG I0456, COLOR: HIGHLANDS 00200 (TOP)

BACK-OF-HOUSE: PATCRAFT ABERDEEN
HIGHLANDS, 12 x 48 PLANK (BOTTOM)



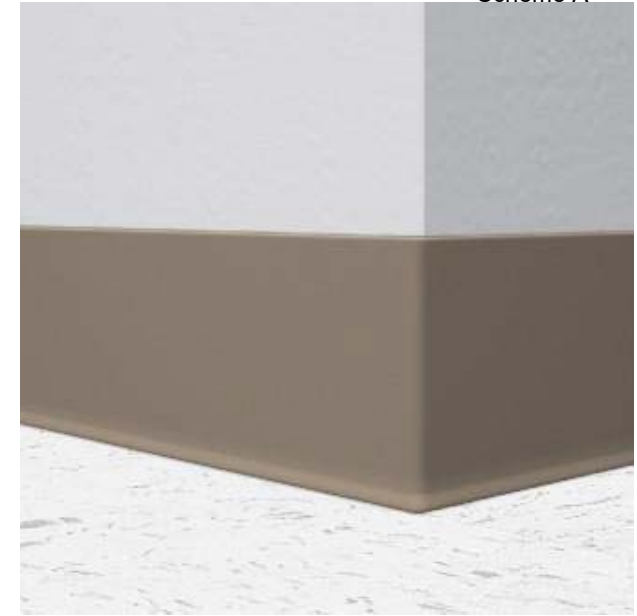
WOOD VENEER

GRAHAM ROTARY NATURAL BIRCH #650 SANDY



SOLID SURFACE

FORMICA
743 TAWNY AGATE



RUBBER WALL BASE

JOHNSONITE
150 WETLANDS



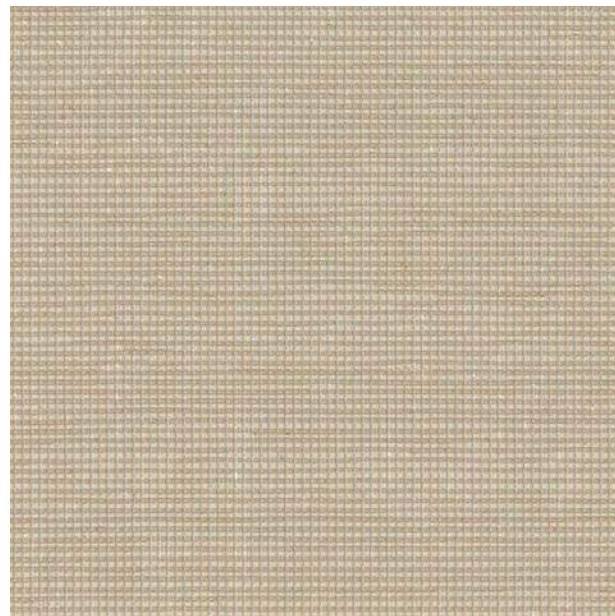
TERRAZZO FLOOR

FIELD: TM#20-2761 (TOP)
BORDER: TM#20-2583 (BOTTOM)



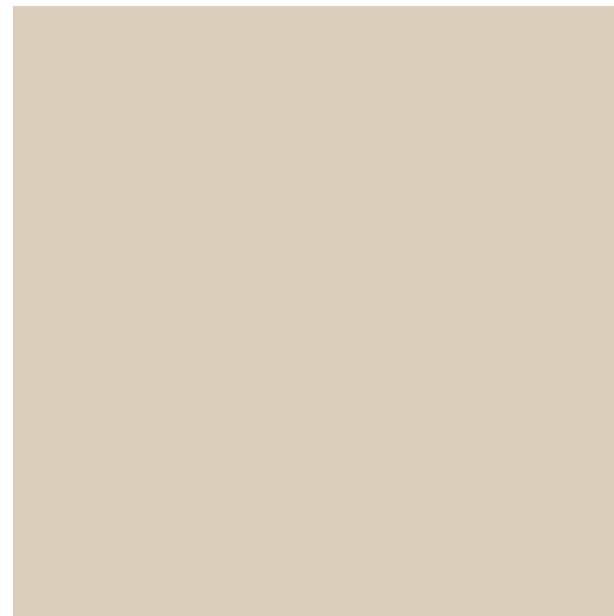
RESTROOM WALL TILE

AMERICAN OLEAN THEROETICAL TRUE BEIGE
TH92



ACOUSTIC WALL PANEL

LUCID TEXTILES LUMINOUS LT-LU-
04 HAY



PAINT

SHERWIN WILLIAMS
SW6148 WOOL SKEIN



PAINT

SHERWIN WILLIAMS SW6150
UNIVERSAL KHAKI



PORCELAIN FLOOR TILE

STONEPEAK
PLANE 2.0, CALACATTA ORO –
HONED AND POLISHED 30 x 60



CARPET

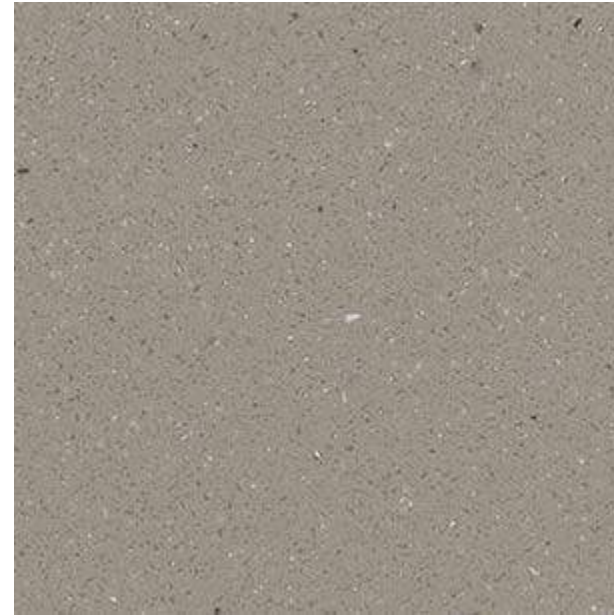
FRONT-OF-HOUSE: PATCRAFT
EDINBURG I0456, STEIN 00100 (TOP)

BACK-OF-HOUSE: PATCRAFT INVERNESS
STEIN, 12 x 48 PLANK (BOTTOM)

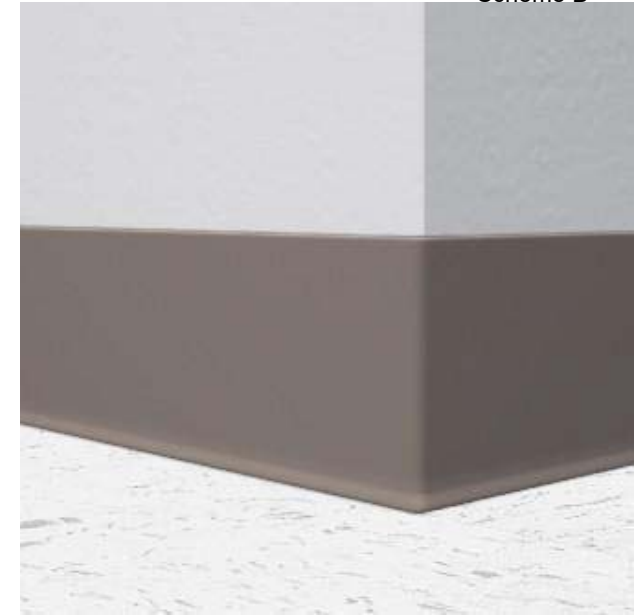


WOOD VENEER

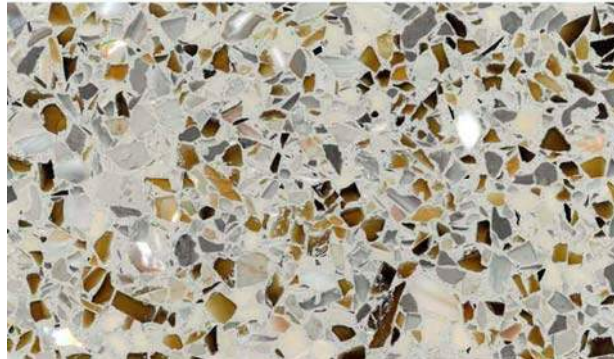
GRAHAM ROTARY NATURAL BIRCH #375 HAZEL



SOLID SURFACE
CORIAN CONCRETE



RUBBER WALL BASE
JOHNSONITE
29 MOON ROCK



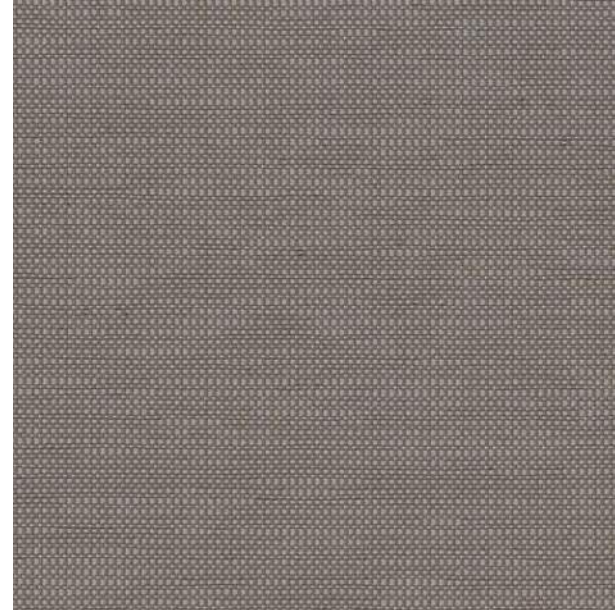
TERRAZZO FLOOR

FIELD: TM#20-2762 (TOP)
BORDER: TM#20-2589 (BOTTOM)



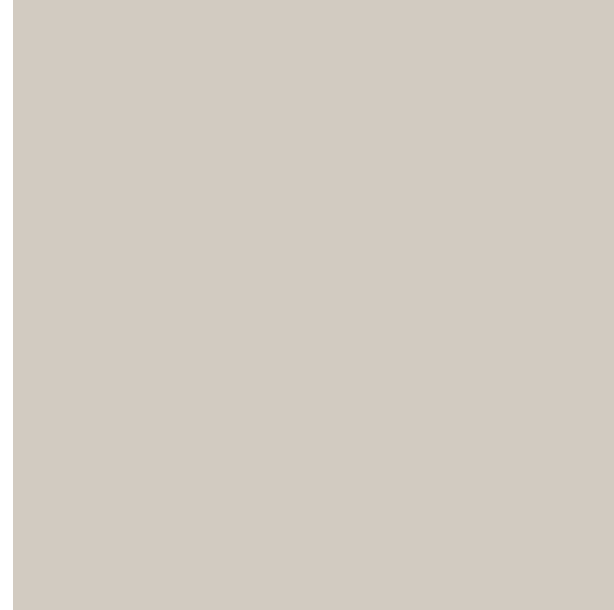
RESTROOM WALL TILE

AMERICAN OLEAN THEORETICAL
FUNDAMENTAL GRAY TH94



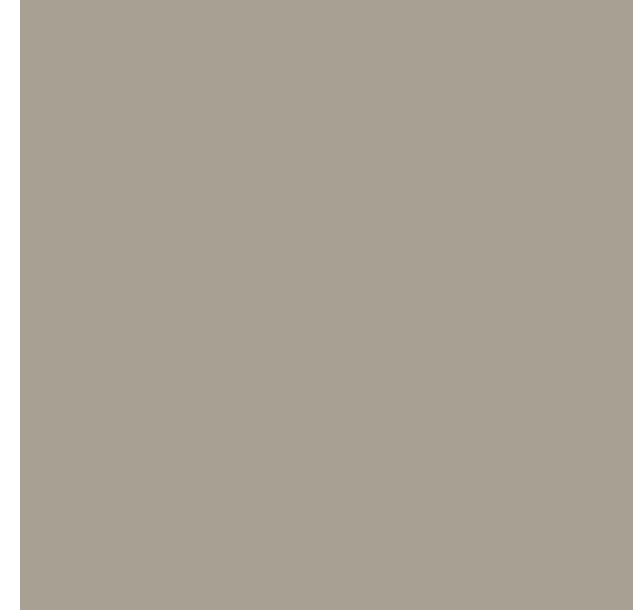
ACOUSTIC WALL PANEL

LUCID TEXTILES LUMINOUS LT-LU-07
PUTTY



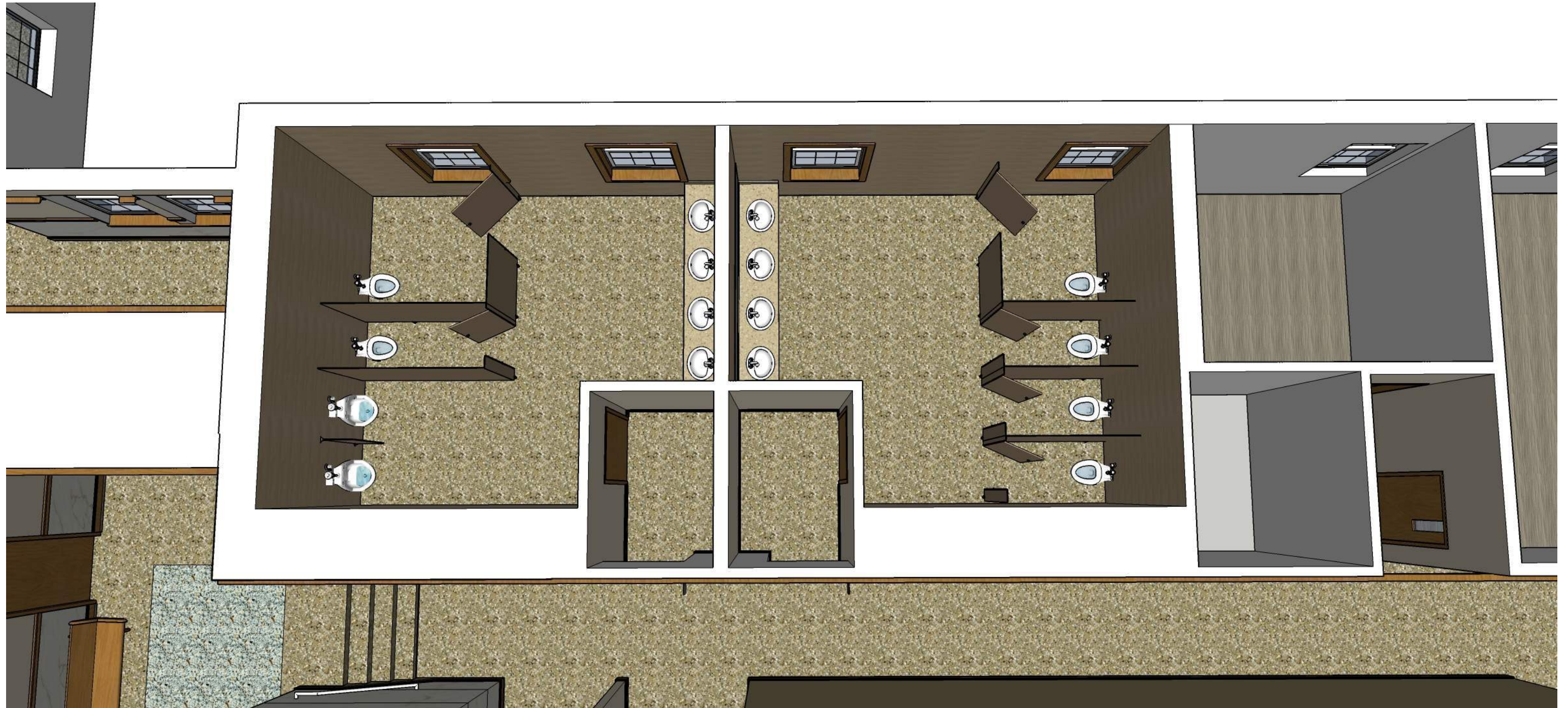
PAINT

SHERWIN WILLIAMS SW7029
AGREEABLE GRAY



PAINT

SHERWIN WILLIAMS SW7045
INTELLECTUAL GRAY

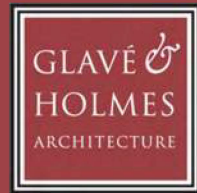




Mirror

Solid Surface
Countertop and
Backsplash

Full Height Wall
Tile



SILLING
ARCHITECTS



Office of the City Manager
Amanda C. Jarratt

November 19, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

General Updates

- The COVID-19 cases in the City of Franklin continue to increase. Precautions remain in place and we ask that all citizens continue to follow the recommendations of the Virginia Department of Health and Center for Disease Control.
- Attached is information that explains recent action taken by the Virginia General Assembly. While the Commonwealth of Virginia is in a declared Public Health State of Emergency municipal utilities are prohibited from disconnected service to residential customers of non-payment of bills or fees until the Governor determines that the economic and public health conditions have improved such that the prohibition does not need to be in place, or until at least 60 days after such declared state of emergency ends, whichever is sooner. The utilities shall notify all customers who are at least 30 days in arrears which must be inserted in their bill or bill notice. Details of the adopted language is attached for you to review. We will need to carefully monitor the situation and the impact to the City of Franklin's Enterprise Funds.
- Attached is the 2021 City of Franklin Holiday Calendar for your review.
- Attached is the FY22 budget calendar for your approval.
- City offices will be closed on Wednesday November 25th at 12:00 p.m. and remain closed on Thursday November 26th and Friday November 27th in observance of the Thanksgiving holiday. Trash collection that was scheduled for Thursday November 26th will be collected on Monday November 30th. Trash collection that was scheduled for Friday November 27th will be collected on Tuesday December 1st.

Community Events

- Small Business Saturday is scheduled for Saturday November 28th.
- The drive thru Christmas Parade that was planned has now been canceled due to additional COVID-19 restrictions. As a result, a drive by Santa is planned in the City of Franklin on December 4th at 7:00 p.m. Santa will be on a City of Franklin Fire Truck in front of the Franklin Farmer's Market that evening. We encourage individuals to drive by and wave at Santa Claus.
- The Candy Cane Hunt previously scheduled has been canceled due to new COVID-19 restrictions.
- Registration is now open for the City of Franklin Ugly Sweater 5K run scheduled for December 12th at 1:00 p.m. Due to additional COVID-19 restrictions this event will be virtual. The event is scheduled for Saturday December 12th at 1:00 p.m.

VIRGINIA STATE BUDGET

2020 Special Session I

Budget Amendments - HB5005 (Conference Report)

Bill Order » Item 4-14 #1c

Utility Disconnection Moratorium Language (language only)

Item 4-14 #1c

Effective Date

Effective Date

Language

Page 241, strike lines 1 through 20, and insert:

"7.a. Notwithstanding any other provision of law, upon the declaration by the Governor of a state of emergency pursuant to § 44-146.17, Code of Virginia, in response to a communicable disease of public health threat as defined in § 44-146.16, Code of Virginia, electric companies subject to regulation of the State Corporation Commission ("Commission"), natural gas suppliers subject to the regulation of the Commission, electric and gas municipal utilities, and water suppliers and wastewater service providers, subject to the regulation of Commission or constituting a municipal utility ("utilities") are prohibited from disconnecting service to residential customers for non-payment of bills or fees until the Governor determines that the economic and public health conditions have improved such that the prohibition does not need to be in place, or until at least 60 days after such declared state of emergency ends, whichever is sooner. "Municipal utility" means a utility providing electric, gas, or water or wastewater service that is owned or operated by a city, county, town, authority, or other political subdivision of the Commonwealth. The utilities shall notify all customers who are at least 30 days in arrears of this utility disconnection moratorium, which may be by bill insert or bill notice.

b. No more than 60 days after the enactment of this act, the utilities shall notify all customers who are at least 30 days in arrears of the COVID-19 Relief Repayment Plan (Repayment Plan), which may be by bill insert or bill notice, such notice shall include eligibility, billing information, applicable financial assistance resources, and contact information where customers may file an initial complaint on Repayment Plan related disputes. All utilities within 60 days after the enactment of this act must offer customers a Repayment Plan for past due accounts while the universal prohibition on service disconnections is in effect that includes, at minimum, the following provisions:

1. The Repayment Plan shall not require any new deposits, down payments, fees, late fees, interest charges, or penalties, nor shall such plan accrue any fees, interest, or penalties, including prepayment penalties;
2. The Repayment Plan shall amortize the repayment of a customer's utility debt over a minimum period of 6 months and up to 24 months for each utility. The utility will work with the customer to establish a Repayment Plan that meets the requirements of this clause 7.b. and that the customer determines is sustainable and affordable for them. A customer may satisfy the Repayment Plan in part or in full at any time; and
3. The utilities shall not apply eligibility criteria, such as installment plan history. However, the utilities may require the customer to attest to the utility or to a third party chosen by the utility that the customer has experienced a financial hardship resulting directly or indirectly from the public health emergency or that they have experienced a hardship to pay during the public health emergency.
4. If a utility reports to a consumer reporting agency or debt collector regarding a consumer who is on a Repayment Plan, the utility shall report the account as "current" in accordance with the Public Law 116-136: Coronavirus Aid, Relief, and Economic Security Act. If the provisions of Public Law 116-136: Coronavirus Aid, Relief, and Economic Security Act expire prior to the end of the universal moratorium established in clause 7.a., the utility may only resume reporting any default on the Repayment Plan at the end of the universal moratorium established in clause

7.a.

5. However, no utility that has received an order exempting it from the provisions of this clause 7.a. shall disconnect from service a customer who is making timely payments under the Repayment Plan at the time of the order and until such time as a customer ceases to make timely payments under the Repayment Plan. A utility that has received an order exempting it from the provisions of this clause 7.a. shall attempt to establish a Repayment Plan with its customers prior to any disconnection of service.

c. Nothing herein shall limit or prevent the utilities or the residential customers from applying or seeking debt relief or mitigation from any available resource, from entering into another payment plan offered by the utility, or from renegotiating the terms of the Repayment Plan.

d. In accordance with the provisions of Item 479.10, paragraph B.5. of this act, utilities shall use any funding allocated from the federal Coronavirus Relief Funds of the Coronavirus Aid, Relief, and Economic Security (CARES) Act (P.L. 116-136) to provide direct subsidy payments on behalf of customers whose accounts are over 30 days in arrears, provided such use meets eligibility requirements pursuant to United States Department of the Treasury guidance. In applying these funds to customer accounts, utilities shall prioritize providing financial assistance to customers who are over 60 days in arrears prior to using the funds to assist customers with accounts 31 to 60 days in arrears. To the extent possible, utilities shall use available funding to cover one-hundred percent of the customer's arrearage.

In addition to the funds provided in Item 479.10, paragraph B.2. of this act, where applicable, utilities must accept financial assistance from other utility assistance programs funded with federal Coronavirus Relief Funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act (P.L. 116-136) for customers who are at least 30 days in arrears. To the extent possible, utilities must direct customers in writing to these resources when establishing a Repayment Plan.

e. Notwithstanding anything to the contrary in this clause 7 or any other provision of law, if a utility subject to regulation of the Commission has accounts receivable arrearages for Virginia customers that exceed 2% of an investor-owned electric utility's, or 1% of any other utility's, annual Virginia jurisdictional operating revenues, then the utility may obtain relief from the moratorium established in clause 7.a. by filing an informational letter notice with the clerk of the Commission, stating such facts to demonstrate the exceedance and contemporaneously tendering associated workpapers to the staff of the Commission. The Commission staff shall verify the information as filed by the utility and shall file a verification letter with the Clerk of the Commission. The Commission, upon receipt of a favorable verification letter, shall issue a final order within five days. Upon issuance of an order, a utility shall thereafter be exempt from the moratorium provisions of this clause 7.a.

f. Notwithstanding anything to the contrary in this clause 7 or any other provision of law, if a utility subject to this clause 7 but not subject to regulation of the Commission has accounts receivable arrearages that exceed 1% of the utility's annual operating revenues, then the utility may obtain relief from the moratorium established in clause 7.a. if (i) the utility provides a written analysis stating such facts to demonstrate the exceedance to staff of the governing body, (ii) the utility contemporaneously makes available for public inspection associated workpapers verifying such facts to staff of the governing body, and (iii) the governing body verifies the exceedance, provides public notice, takes public comment on, and votes to approve that the exceedance is accurate in an open public meeting. In the event of an affirmative vote of the utility's governing body, the utility shall thereafter be exempt from the moratorium provisions of this clause 7.a.

g. The Commission shall allow for the timely recovery of bad debt obligations, reasonable late payment fees suspended, and prudently incurred implementation costs resulting from a Repayment Plan for electric, gas, water, or wastewater utilities, including through a rate adjustment clause or through base rates, however, the Commission shall exclude from recovery all costs associated with any jurisdictional customer balances forgiven by a Phase II utility pursuant to paragraph j. below. The Commission may apply any applicable earnings test in the Commission rules governing utility rate applications and annual informational filings when assessing the recovery of such costs. The Commission shall also require the utilities subject to regulation by the Commission to submit information on the status of customer accounts, including (a) the number and value of outstanding aged account balances, categorized by customer type; (b) the number and value of associated collections from customers, categorized by customer type; (c) the number and value of associated additions to aged accounts receivable balances, categorized by customer type; (d) the number and value of aged accounts receivable balances, net of collections and additions; (e) the number, total value, and average debt of accounts that are participating in the

Repayment Plan, or another repayment plan as set forth by the utility; (f) the number of accounts removed from the Repayment Plan, or another repayment plan as set forth by the utility, categorized by reason; (g) the amount of and average debt still remaining for customer accounts removed from the Repayment Plan or another repayment plan as set forth by the utility; (h) the carrying costs of the debt for accounts participating in a repayment plan and any associated administrative costs incurred; (i) the number, total value, and average debt of customer accounts receiving direct assistance by the funds provided in Item 479.10, paragraph B.2. of this act, categorized by days in arrears and customer account type; (j) the cumulative level of customer arrearages by locality; and (k) any cost recorded as regular asset authorized by that certain order of the Commission in Case Number PUR-2020-00074. The Commission shall provide the Chairs of the House Committees on Labor and Commerce and Appropriations, the Senate Committees on Commerce and Labor and Finance and Appropriations, and the Secretary of Commerce and Trade an aggregated anonymized report by utility containing such compiled information by December 31, 2020, within 90 days of the expiration of the universal prohibition established in clause 7.a., and annually, on or before December 31st, thereafter for the following two years. The report due on December 31, 2020 shall cover the period from March 16, 2020 through December 15, 2020. The report due within 90 days of the end of the universal prohibition established in clause 7.a. shall cover the period from December 16, 2020 to the end of the universal prohibition established in clause 7.a. Annual reports shall cover the period from the end of the universal prohibition established in clause 7.a. to December 16th of the year the report is due.

h. Utilities not subject to regulation by the Commission shall submit information on the status of customer accounts to the Commission on Local Government managed by the Department of Housing and Community Development, including (a) the number and value of accounts that are at least 30 days in arrears; (b) the number and value of accounts that are at least 60 days in arrears; (c) the number, total value, and average debt of accounts that are participating in the Repayment Plan, or another repayment plan as set forth by the utility; (d) the number of accounts removed from the Repayment Plan, or another repayment plan as set forth by the utility, categorized by reason; (e) the amount of and average debt still remaining for accounts removed from the Repayment Plan or another repayment plan as set forth by the utility; (f) the carrying costs of the debt for accounts participating in a repayment plan and any associated administrative costs incurred; (g) the number, total value, and average debt of accounts offset by the funds provided in Item 479.10, paragraph B.2. of this act and local programs using Coronavirus Relief Funds, categorized by days in arrears, customer account type, and Coronavirus Relief Fund type; and, (h) the cumulative level of customer arrearages by locality. The Commission on Local Government shall provide the Chairs of the House Committees on Labor and Commerce and Appropriations, the Senate Committees on Commerce and Labor and Finance and Appropriations, and the Secretary of Commerce and Trade an aggregated anonymized report by utility containing such compiled information by December 31, 2020, within 90 days of the expiration of the universal prohibition established in clause 7.a., and annually, on or before December 31st, thereafter for the following two years. The report due on December 31, 2020 shall cover the period from March 16, 2020 through December 15, 2020. The report due within 90 days of the end of the universal prohibition established in clause 7.a. shall cover the period from December 16, 2020 to the end of the universal prohibition established in clause 7.a. Annual reports shall cover the period from the end of the universal prohibition established in clause 7.a. to December 16th of the year the report is due.

i. The reports required in paragraphs g. and h. of this clause 7 are not eligible for deferral or delay as permitted under Item 4-8.01, a.4.a. of this act.

j. Within 60 days after the enactment of this act, a Phase II Utility shall forgive all such utility's jurisdictional customer balances more than 30 days in arrears as of September 30, 2020.

1. In the utility's 2021 triennial review, any forgiven amounts shall be excluded from the utility's cost of service for purposes of determining any test period earnings and determining any future rates of the utility. In determining any customer bill credits, in the utility's 2021 triennial review, the Commission shall first offset any forgiven amounts against the total earnings for the 2017 through 2020 test periods that are determined to be above the utility's authorized earnings band. Such offset shall be made prior to any offset to customer bill credits by customer credit reinvestment offsets.

2. Each Phase II Utility shall, no later than December 31, 2020, submit a report to the Governor, the Chairs of the House Committees on Labor and Commerce and Appropriations, and the Senate Committees on Commerce and Labor and Finance and Appropriations, and the Chair of the Commission on Electric Utility Regulation, detailing all actions by it pursuant to this act to forgive customer balances."

Explanation

(This amendment outlines a policy to extend Virginia's moratorium on utility disconnections.)

Budget Bill - Utility Provisions

Disconnection Ban
All electric, gas, water and wastewater utilities are prohibited from disconnecting service to <u>residential</u> customers for non-payment until 1) 60 days after the Governor’s declared state of emergency ends ¹ or 2) the Governor determines that the economy and health conditions have improved enough to discontinue it.
Exemption from disconnection ban
If a utility not subject to regulation by the State Corporation Commission has accounts receivable arrearages that exceed 1% of the utility’s annual operating revenues, the utility may obtain relief from the shutoff moratorium by <ol style="list-style-type: none"> 1) Providing a written analysis stating the facts showing the utility exceeds the 1% threshold to staff of the governing body 2) The utility contemporaneously makes available for public inspection associated workpapers verifying such facts to staff of the governing body 3) The utility’s governing body verifies the 1% has been met, provides public notice, takes public comment on, and votes to approve the information is accurate in an open meeting. The utility is thereafter exempt from the ban on residential disconnections.
Notices to customers
Utilities must notify all customers who are at least 30 days in arrears of the utility disconnection moratorium, which may be by bill insert or bill notice.
Within 60 days of enactment, utilities shall notify all customers who are at least 30 days in arrears of the COVID-19 Relief Repayment Plan which may be by bill insert or bill notice. The notice must include eligibility, billing information, applicable financial assistance resources, and contact information where customers may file an initial complaint or Repayment Plan related disputes.
Repayment Plan
Within 60 days of enactment, utilities must offer customers a Repayment Plan for past due accounts.
The Repayment Plan cannot require any new deposits, down payments, fees, late fees, interest charges, or penalties and the plan cannot accrue any fees, interest, or penalties, including prepayment penalties.
The Repayment Plan shall amortize the customer’s utility debt over at least 6 months and up to 24 months. The utility is to work with the customer to establish a <u>Repayment Plan that the customer determines is sustainable and affordable for them</u> . The customer may satisfy the Repayment Plan in part or in full at any time.
Any utility that reports to a consumer reporting agency or debt collector regarding a consumer who is on a Repayment Plan shall report the account as “current”.
Utilities may require the customer to attest to the utility or to a third party chosen by the utility that the customer has experienced a financial hardship resulting directly or indirectly from the public health emergency or that they have experienced a hardship to pay during the public health emergency.
No utility that has received an order exempting it from the provisions of this clause 7.a. shall disconnect from service a customer who is making timely payments under the Repayment Plan at the time of the order and until such time as a customer ceases to make timely payments under the Repayment Plan. A utility that has received an order exempting it from the provisions of this clause 7.a. shall attempt to establish a Repayment Plan with its customers prior to any disconnection of service.

¹ The Governor has the authority to continue the emergency declaration by re-declaring a state of emergency for as long as he feels it is necessary.

In accordance with the provisions of Item 479.10, paragraph B.5. of this act, utilities shall use any funding allocated from the federal Coronavirus Relief Funds of the Coronavirus Aid, Relief, and Economic Security (CARES) Act (P.L. 116-136) to provide direct subsidy payments on behalf of customers whose accounts are over 30 days in arrears, provided such use meets eligibility requirements pursuant to United States Department of the Treasury guidance. In applying these funds to customer accounts, utilities shall prioritize providing financial assistance to customers who are over 60 days in arrears prior to using the funds to assist customers with accounts 31 to 60 days in arrears. To the extent possible, utilities shall use available funding to cover one-hundred percent of the customer's arrearage.

In addition to the funds provided in Item 479.10, paragraph B.2. of this act, where applicable, utilities must accept financial assistance from other utility assistance programs funded with federal Coronavirus Relief Funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act (P.L. 116-136) for customers who are at least 30 days in arrears. To the extent possible, utilities must direct customers in writing to these resources when establishing a Repayment Plan.

Reporting

Utilities not subject to regulation by the Commission shall submit information on the status of customer accounts to the Commission on Local Government managed by the Department of Housing and Community Development. The report is to include:

- 1) the number and value of accounts that are at least 30 days in arrears;
- 2) the number and value of accounts that are at least 60 days in arrears;
- 3) the number, total value, and average debt of accounts that are participating in the Repayment Plan, or another repayment plan as set forth by the utility;
- 4) the number of accounts removed from the Repayment Plan, or another repayment plan as set forth by the utility, categorized by reason;
- 5) the amount of and average debt still remaining for accounts removed from the Repayment Plan or another repayment plan as set forth by the utility;
- 6) the carrying costs of the debt for accounts participating in a repayment plan and any associated administrative costs incurred;
- 7) the number, total value, and average debt of accounts offset by the funds provided in Item 479.10, paragraph B.2. of this act and local programs using Coronavirus Relief Funds, categorized by days in arrears, customer account type, and Coronavirus Relief Fund type;
- 8) the cumulative level of customer arrearages by locality.

The Commission on Local Government shall provide the Chairs of the House Committees on Labor and Commerce and Appropriations, the Senate Committees on Commerce and Labor and Finance and Appropriations, and the Secretary of Commerce and Trade an aggregated anonymized report by utility containing such compiled information by:

- 1) December 31, 2020 (for the period from March 16, 2020 through December 15, 2020)
- 2) within 90 days of the expiration of the universal prohibition established in clause 7.a. (for the period from December 16, 2020 to the end of the universal prohibition established in clause 7.a.)
- 3) and annually, on or before December 31st, thereafter for the following two years (from the end of the universal prohibition to December 16th of the year the report is due)

Item 479.10

5.a. The appropriation in this item includes \$100,000,000 the first year from the Coronavirus Relief Funds cited in paragraph B.2. above to be used to help provide direct assistance to customers with accounts over 30 days in arrears. In order to be eligible for the funds provided in this paragraph, utilities must be subject to the utility disconnection moratorium established in Item 4-14, clause 7.a. of this act. The State Corporation Commission shall establish an application process in order to distribute funds directly to utilities for the purpose of efficiently providing direct assistance to customers. The Commission shall award funds in a manner that will provide direct assistance to customers with accounts over 60 days in arrears prior to awarding funds to subsidize customer accounts 30 days in arrears. Any federal Coronavirus Relief Funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act (P.L. 116-136) provided to a phase II utility pursuant to this paragraph shall exclude the forgiveness of jurisdictional customer balances as specified in Item 4-14, clause 7, paragraph j. of this act. The State Corporation Commission shall transfer any dollars necessary to address the arrearages held by customers of utilities outside the jurisdiction of the Commission to the Department of Housing and Community to pass along to these utilities. Notwithstanding § 2.2-4002, Code of Virginia, the provisions contained in this paragraph 5.a. establishing the utility direct assistance program shall not be subject to the Administrative Process Act.

b. Upon receipt of any funds provided in paragraph 5.a., utilities shall create separate COVID-19 Utility Assistance Funds and record direct assistance payments to customers on their books in accordance with applicable accounting standards. Utilities may not direct any funds provided in paragraph 5.a. to new deposits, down payments, fees, late fees, interest charges, or penalties. Utilities may require the customer to attest to the utility or to a third party chosen by the utility that the customer has experienced a financial hardship resulting directly or indirectly from the public health emergency or that they have experienced a hardship to pay during the public health emergency prior to receiving direct assistance from the utility's COVID-19 Utility Assistance Fund. While utilities may require attestation of such hardship, it may be implied that arrearages accrued over 30 days for customer nonpayment of bills, for which federal relief funds shall be used for direct subsidy payments on behalf of customers pursuant to Item 4-14, paragraph d. of this act., were incurred as a financial hardship created by the pandemic. Utilities shall reflect the direct assistance payment on an eligible customer's monthly bill, after the funds are applied to the customer's account. Utility customers may only receive a direct payment subsidy from the utility's COVID-19 Utility Assistance Fund once.

c. The Director of the Department of Planning and Budget shall distribute funds to the State Corporation Commission within 30 days of the passage of this act. Prior to any distribution from the amounts appropriated in paragraph 5.a. of this item, the Director of the Department of Planning and Budget shall work with the State Corporation Commission and the Department of Housing and Community Development to verify, which utilities that are eligible to receive funds under this appropriation based on the most recently published guidance from the United States Department of the Treasury. For the purposes of this appropriation, utilities include electric companies subject to regulation of the State Corporation Commission, natural gas suppliers subject to the regulation of the Commission, electric and gas municipal utilities, and water suppliers and wastewater service providers, subject to the regulation of Commission or constituting a municipal utility. "Municipal utility" means a utility providing electric, gas, water, or wastewater service that is owned or operated by a city, county, town, authority, or other political subdivision of the Commonwealth.



2021 HOLIDAY SCHEDULE

New Year's Day	Friday, January 1, 2021
Martin Luther King, Jr. Day	Monday, January 18, 2021
George Washington Day	Monday, February 15, 2021
Memorial Day	Monday, May 31, 2021
Juneteenth	Friday, June 18, 2020
Independence Day	Monday, July 5, 2021
Labor Day	Monday, September 6, 2021
Columbus Day & Yorktown Victory Day	Monday, October 11, 2021
Election Day	Tuesday, November 2, 2021
Veterans Day	Thursday, November 11, 2021
Thanksgiving	Close @ Noon – Wednesday, November 24, 2021 Thursday, November 25, 2021 Friday, November 26, 2021
Christmas	Thursday, December 23, 2021 Friday, December 24, 2021
New Year's	Friday, December 31, 2021



FY 2021-2022 Budget Calendar

<u>Dates Subject to Change</u>	Day	Action Item
November 16 & 17, 2020	Monday & Tuesday	<ul style="list-style-type: none"> City Council Budget Retreat
December 7, 2020	Monday	<ul style="list-style-type: none"> FY 2021-2022 Budget Requests Forms for Agencies Posted on City Webpage
December 10, 2020	Thursday	<ul style="list-style-type: none"> Joint Budget Work Session #1 with School Board
January 8, 2021	Monday	<ul style="list-style-type: none"> FY 2021-2022 Budget Requests Due from Agencies & Organizations
January 15, 2021	Friday	<ul style="list-style-type: none"> FY 2021-2022 Proposed Department Budgets Requests Due to City Manager
January 19-30, 2021	Monday	<ul style="list-style-type: none"> Management Budget Meetings with Dept. Directors
January 25, 2021*	Monday	<ul style="list-style-type: none"> 6:00 P.M. Agencies & Organizations Budget Presentations
February 22, 2021*	Monday	<ul style="list-style-type: none"> 7:00 P.M. - City Manager Presents Overview of Consolidated Budget Requests to City Council
March 8, 2021*	Monday	<ul style="list-style-type: none"> 6:00 P.M. Budget Work Session with City Council
March 15, 2021	Monday	<ul style="list-style-type: none"> FY 2021-2022 School Board Budget Submitted to City Manager
March 22, 2021*	Monday	<ul style="list-style-type: none"> 6:00 P.M. Budget Work Session with City Council
March 25, 2021	Thursday	<ul style="list-style-type: none"> Joint Budget Work Session #2 with School Board
April 14, 2021	Wednesday	<ul style="list-style-type: none"> Release Advertisement for Public Hearing
April 26, 2021*	Monday	<ul style="list-style-type: none"> 6:00 P.M. – Tentative Budget Work Session (as necessary) 7:00 P.M. – Public Hearing(s) on the FY 2021-2022 Proposed Budget & City Council Considers Action on School Board Budget
May 10, 2021*	Monday	<ul style="list-style-type: none"> City Council Considers Action on FY 2021-2022 Budget, Sets Tax Rates and Adopt Budget Resolutions

*Denotes Regularly Scheduled City Council Meeting